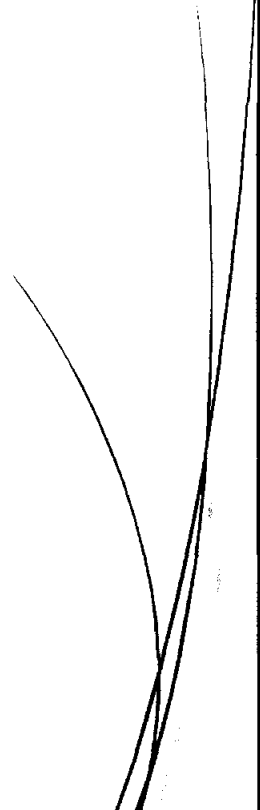


**St. Helena Parish Clerk of Court
Greensburg, Louisiana
Annual Financial Statements
As of and for the Year Ended June 30, 2020**



A Professional Accounting Corporation



St. Helena Parish Clerk of Court
Annual Financial Statements
As of and for the Year Ended June 30, 2020
With Supplemental Information Schedules

TABLE OF CONTENTS

	Statement	Page
Independent Auditor’s Report		1
Basic Financial Statements:		
Government-Wide Financial Statements:		
Statement of Net Position	A	5
Statement of Activities	B	6
Fund Financial Statements:		
Governmental Funds Financial Statements:		
Balance Sheet - Governmental Funds	C	8
Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position	D	9
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds	E	10
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities	F	11
Fiduciary Funds Financial Statement:		
Statement of Fiduciary Net Position – Agency Funds	G	12
Notes to the Financial Statements		14
Required Supplemental Information (Part II):		
Schedule of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual - General Fund - Detail	1	35
Schedule of Changes in the Clerk’s Total OPEB Liability and Related Ratios.....	2	36
Schedule of the Clerk’s Proportionate Share of the Net Pension Liability	3	37
Schedule of the Clerk’s Contributions	4	38
Other Supplemental Information:		
Combining Schedule of Changes in Unsettled Deposits Fiduciary Funds - Agency Funds	5	40
Schedule of Compensation, Benefits, and Other Payments to Agency Head.....	6	41

St. Helena Parish Clerk of Court
Annual Financial Statements
As of and for the Year Ended June 30, 2020
With Supplemental Information Schedules

Other Independent Auditor's Reports and Findings and Recommendations:

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>	43
Schedule of Current Year, Findings, Recommendations and Responses	45
Schedule of Prior Year Audit Findings	47

CHARLES P. HEBERT, CPA

CHRISTOPHER S. JOHNSON, CPA, MBA

ADAM C. HEBERT, CPA

MEMBER

American Institute of Certified Public Accountants
Society of Louisiana Certified Public Accountants



**Hebert Johnson
& Associates, Inc.**
Certified Public Accountants

18435 HIGHWAY 22, STE. 2
P.O. BOX 1151
PONCHATOULA, LA 70454
(985) 386-5740 • FAX (985) 386-5742

29644 SOUTH MONTPELIER AVE., STE. B
P.O. BOX 520
ALBANY, LA 70711
(225) 209-6627 • FAX (225) 209-6625

A P R O F E S S I O N A L A C C O U N T I N G C O R P O R A T I O N

Independent Auditor's Report

To the Honorable Mildred Cyprian
St. Helena Parish Clerk of Court
P.O. Box 308
Greensburg, LA 70441

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, Greensburg, Louisiana, a component unit of the St. Helena Parish Police Jury, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the St. Helena Parish Clerk of Court's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 35, Schedule of Changes in the Clerk's Total OPEB Liability and Related Ratios on page 36, Schedule of the St. Helena Parish Clerk of Court's Proportionate Share of the Net Pension Liability on page 37, and the Schedule of the St. Helena Parish Clerk of Court's Contributions on page 38 be presented to supplement the basic financial statements. Such information, although not a required 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. Helena Parish Clerk of Court's basic financial statements. The Schedule of Changes in Unsettled Deposits – Fiduciary Funds – Agency Funds and the Schedule of Compensation, Benefits, and Other Payments to Agency Head are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Changes in Unsettled Deposits – Fiduciary Funds – Agency Funds and the Schedule of Compensation, Benefits, and Other Payments to Agency Head are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements themselves and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Changes in Unsettled Deposits – Fiduciary Funds – Agency Funds and the Schedule of Compensation, Benefits, and Other

Payments to Agency Head 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 our report dated December 18, 2020, on our consideration of St. Helena Parish Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 St. Helena Parish Clerk of Court's internal control over financial reporting and compliance.

Chris Johnson

Hebert Johnson & Associates, Inc.
A Professional Accounting Corporation
Ponchatoula, Louisiana

December 18, 2020

Basic Financial Statements
Government-Wide Financial Statements

**St. Helena Parish Clerk of Court
Statement of Net Position
As of June 30, 2020**

Statement A

**Governmental
Activities**

Assets

Current Assets:

Cash and Cash Equivalents	\$ 54,343
Investments	5,553
Due from Advance Deposit Fund	15,477
Total Current Assets	<u>75,373</u>

Capital Assets:

Capital Assets, Net	<u>11,016</u>
Total Capital Assets	<u>11,016</u>

Total Assets	<u>86,389</u>
--------------	---------------

Deferred Outflows of Resources

Pension Related	141,520
OPEB Related	<u>227,329</u>
Total Deffered Outflows of Resources	<u>368,849</u>
Total Assets and Deffered outflows of resources	<u><u>455,238</u></u>

Liabilities

Current Liabilities:

Accounts Payable	5,454
Other Accrued Liabilities	<u>7,348</u>
Total Current Liabilities	<u>12,802</u>

Long Term Liabilities:

Net Pension liability	565,970
Other Post-Employment Benefits	<u>506,667</u>
Total Long Term Liabilities	<u>1,072,637</u>
Total Liabilities	<u>1,085,439</u>

Deferred Inflows of Resources

Pension Related	37,875
OPEB Related	<u>42,242</u>
Total Deferred Inflows of Resources	<u>80,117</u>

Net Position

Net Investment in Capital Assets	11,016
Unrestricted	<u>(721,334)</u>
Total Net Position	<u>\$ (710,318)</u>

The accompanying notes are an integral part of this statement.

Statement B

**St. Helena Parish Clerk of Court
Statement of Activities
For the Year Ended June 30, 2020**

		Program Revenues			Net (Expenses) Revenues and Change in Net Position
	Expenses	Charges for Services	Operating Grants & Contri- butions	Capital Grants & Contri- butions	Govern- mental Activities
Governmental Activities					
General Government	\$ 557,512	\$ 452,500	\$ 60,062	\$ 13,771	\$ (31,179)
Total Governmental Activities	557,512	452,500	60,062	13,771	(31,179)
General Revenues:					
Interest Income					323
Total General Revenues					323
 Change in Net Position					 (30,856)
Net Position, Beginning					(679,462)
Net Position, Ending					\$ (710,318)

The accompanying notes are an integral part of this statement.

Basic Financial Statements

Fund Financial Statements

Statement C

**St. Helena Parish Clerk of Court
Balance Sheet- Governmental Funds
As of June 30, 2020**

	<u>General Fund</u>
Assets	
Cash and Equivalents	\$ 54,343
Investments	5,553
Due from Advance Deposit Fund	15,477
Total Assets	<u><u>\$ 75,373</u></u>
Liabilities and Fund Balance	
Liabilities:	
Accounts Payable	\$ 5,454
Other Accrued Liabilities	7,348
Total Liabilities	<u>12,802</u>
Fund Balance:	
Unassigned Fund Balance	<u>62,571</u>
Total Fund Balance	<u>62,571</u>
 Total Liabilities and Fund Balance	 <u><u>\$ 75,373</u></u>

The accompanying notes are an integral part of this statement.

**St. Helena Parish Clerk of Court
Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Statement of Net Position
As of June 30, 2020**

Fund Balances, Total Governmental Funds (Statement C) \$ 62,571

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in the governmental activities are not financial resources and, therefore, are not reported in the governmental funds. Those assets consist of:

Capital Assets, Cost	\$ 152,394	
Capital Assets, Accumulated Depreciation	<u>(141,378)</u>	11,016

General long-term debt of governmental activities is not payable from current resources and, therefore, not reported in the funds. This debt is:

Net Pension Liability	\$ (565,970)	
Deferred Outflows of Resources	368,849	
Deferred Inflows of Resources	(80,117)	
Net OPEB Obligation Liability	<u>(506,667)</u>	<u>(783,905)</u>
		<u>(772,889)</u>

Net Position of Governmental Activities (Statement A) \$ (710,318)

The accompanying notes are an integral part of this statement.

Statement E

**St. Helena Parish Clerk of Court
Statement of Revenues, Expenditures and
Changes in Fund Balance-Governmental Funds
For the Year Ended June 30, 2020**

Revenues	<u>General Fund</u>
Fees, Charges & Commission	
Court Costs, Fees and Charges	\$ 276,374
Fees for Recording Legal Documents	148,141
Fees for Certified Copies	10,252
Interest Earnings	323
Licenses and Permits	1,444
Birth Certificates	15,830
Grant Revenues	13,771
Other Revenues	459
Clerk's Supplemental Pay	24,600
Total Revenues	<u><u>491,194</u></u>
Expenditures	
General Government	
Accounting Fees	8,200
Birth Certificates	6,762
Capital Outlay	13,771
Conventions	1,089
Dues and Subscriptions	2,254
Election Expense	7,699
Insurance	2,000
Insurance, Health	23,496
Marriage License Fees	199
Miscellaneous	49
Office Supplies	3,675
Payroll Taxes	5,048
Portal Fees	2,863
Postage	1,343
Retirement	70,258
Salaries	321,908
Supplemental Pay	5,066
Telephone	2,821
Total Expenditures	<u><u>478,501</u></u>
 Net Change in Fund Balance	 <u>12,693</u>
 Fund Balance, Beginning	 <u>49,878</u>
Fund Balance, Ending	<u><u>\$ 62,571</u></u>

The accompanying notes are an integral part of this statement.

**St. Helena Parish Clerk of Court
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balance of Governmental Funds
to the Statement of Activities
For the Year ended June 30, 2020**

Net Change in Fund Balances, Total Government Funds, Statement E \$ 12,693

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 and reported as depreciation expense. This
is the amount by which capital outlay exceeded depreciation in the
current period:

Capital outlay which is considered expenditures on the Statement of Revenues, Expenditures, and Changes in Fund Balance	\$ 13,771	
Less:		
Current Year Depreciation	<u>(10,410)</u>	3,361

The net change in the liability for OPEB is reported in the government-wide statements, but not in the governmental fund statements		(27,365)
--	--	----------

Non-employer contributions to cost-sharing pension plan		35,462
Pension Expense		(55,007)

Change in Net Position of Governmental Activities, Statement B	<u>\$ (30,856)</u>
---	--------------------

The accompanying notes are an integral part of this statement.

St. Helena Parish Clerk of Court
Statement of Fiduciary Net Position-Agency Funds
As of June 30, 2020

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Total Agency Funds</u>
Assets			
Cash and Cash Equivalents	\$ 111,673	\$ 369,999	\$ 481,672
Total Assets	<u>111,673</u>	<u>369,999</u>	<u>481,672</u>
Liabilities			
Due to Taxing Bodies and Others	96,196	369,999	466,195
Due to Salary Fund	15,477	-	15,477
Total Liabilities	<u>111,673</u>	<u>369,999</u>	<u>481,672</u>
Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

Basic Financial Statements

Notes to the Financial Statements

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

Introduction

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

1. Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying basic financial statements of the St. Helena Parish Clerk of Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, issued in June 1999, as amended by GASB Statements described in the following paragraphs.

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, effective for financial statement periods ending after December 15, 2012, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined *Deferred Outflows of Resources* as a consumption of net position by the government that is applicable to a future reporting period, and *Deferred Inflows of Resources* as an acquisition of net position by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities. GASB Concepts Statement 4 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 Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. The definition and reporting of net position is further described in *Footnote L – Net Position and Fund Equity*. Management has elected to not present the Management's Discussion and Analysis.

B. Reporting Entity

GASB Statement 14, as amended by GASB 61, establishes criteria for determining the reporting entity and component units that should be included within the reporting entity. The Clerk of Court is an independently elected official; however, the Clerk of Court is fiscally dependent on the St. Helena Parish Police Jury. The Police Jury maintains and operates the parish courthouse in which the Clerk of Court's office is located and provides funds for equipment and furniture of the Clerk of Court's office. Because the Clerk of Court is fiscally dependent on the Police Jury, the Clerk of Court was determined to be a component unit of the St. Helena Parish Police Jury, the financial reporting entity. As a component unit, the accompanying financial statements are to be included within the reporting of the primary government, either blended within those financial statements or separately reported as a discrete component unit.

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

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

C. Fund Accounting

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

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

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

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

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, accounts for advance deposits on suits filed by litigants. The advances are refundable to litigants after all court costs have been paid.

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, accounts for funds which have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

D. Measurement Focus/Basis of Accounting

Fund Financial Statements (FFS)

Separate financial statements are provided for governmental funds and fiduciary funds, even though the later are excluded from the government-wide financial statements. Major individual governmental funds are presented as separate columns in the fund financial statements.

Governmental fund financial statements, Statement C and E, are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

Revenues

Revenues from recordings, copies, and other services are recognized when they become measurable and available as net current assets (i.e. when the service is performed). Substantially all other revenues are recorded when received.

Expenditures

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

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid (and any other financial source/use) are accounted for as other financing sources (uses).

Basic Financial Statements - Government-Wide Financial Statements (GWFS)

The government-wide financial statements, Statements A and B, are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of the interfund activity, if applicable, has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

E. Budgets

The Clerk of Court uses the following budget practices:

The Clerk of Court prepares a budget prior to the beginning of each fiscal year based upon prior year and anticipated current year expenditures and anticipated revenues for the budget year.

The proposed budget is prepared on the modified accrual basis (GAAP) of accounting and is made available for public inspection at least 15 days prior to the beginning of each fiscal year. Appropriations lapse at the end of each fiscal year. The Clerk has the authority to make changes or amendments within various budget classifications.

F. Cash, Cash Equivalents and Investments

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

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

Investments are reported at fair market value. Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the Clerk's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. At June 30, 2020, the Clerk had a certificate of deposit with an original maturity that exceeded 90 days in the amount of \$5,251. Interest earned on the certificate is paid to the General Fund upon maturity. The certificate of deposit is classified as an investment.

G. Inventories and Prepaid Items

The Clerk uses the purchase method for accounting for expendable supplies whereby expenditures are recognized when the items are purchased. The Clerk did not record any inventory at June 30, 2020. Certain payments for insurance reflect cost applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. However, the Clerk did not record any prepaid items at June 30, 2020.

H. Receivables and Payables

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends. In the governmental fund financial statements, receivables are recorded when they are both measurable and available.

I. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and Fixtures	7 Years
Equipment	5 Years
Computers and Software	5 Years

J. Compensated Absences

The Clerk has the following policy related to vacation and sick leave:

All employees with permanent status will be granted ten sick leave days and ten annual leave days. The employee will have until the end of the fiscal year to use their annual and sick leave days. Upon voluntary or involuntary termination, the employee may be compensated for unused annual leave, but will not be compensated for unused sick leave. As such, no liability exists at year end related to compensated absences.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

K. Net Position and Fund Equity

GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*, required reclassification of net assets into three separate components. GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, revised the terminology by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. GASB Statement No. 63 requires the following components of net position:

- **Net Investment in Capital Assets Component of Net Position**

The *net investment in capital assets* component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of net investment in capital assets. Instead, that portion of the debt or deferred inflows of resources should be included in the same net position component (restricted or unrestricted) as the unspent amount.

- **Restricted Component of Net Position**

The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.

- **Unrestricted Component of Net Position**

The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

When both restricted and unrestricted resources are available for use, it is the Clerk's policy to use restricted resources first, then unrestricted resources as they are needed.

In the fund statements, governmental fund equity is classified as fund balance. The Clerk of Court adopted GASB 54 for the year ended December 31, 2011. This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used.

- **Nonspendable.** These are amounts that cannot be spent either, because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- **Restricted.** These are amounts that can be spent only for specific purposes, because of constitutional provisions, enabling legislation or constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

- **Committed.** These are amounts that can be used only for specific purposes determined by a formal decision of the highest level of decision making authority, which is the Clerk. To be reported as committed amounts, they cannot be used for any other purposes unless the government takes the same highest level action to remove or change the constraint.
- **Assigned.** These are amounts that do not meet the criteria to be classified as restricted or committed, but are intended to be used for specific purposes based on the discretion of the Clerk.
- **Unassigned.** These are all other spendable amounts that are available for any purpose, based on the discretion of the Clerk. Positive amounts are reported only in the general fund.

When restricted, committed, assigned, or unassigned fund balances are available, the Clerk considers amounts to have been spent first out of restricted funds, then committed funds, then assigned funds, and finally unassigned funds as needed, unless it has been provided for otherwise in the restriction, commitment, or assignment action.

L. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Clerk, which are either unusual in nature or infrequent in occurrence.

M. Estimates

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

N. Reconciliations of Government-Wide and Fund Financial Statements

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position is presented in Statement D of the basic financial statements. Explanation of certain differences between the governmental fund statement of revenues, expenses, and changes in fund balances and the government-wide statement of activities is presented in Statement F of the basic financial statements.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

2. Cash, Cash Equivalents and Investments

At June 30, 2020, the Clerk has cash, cash equivalents and investments (book balances) as follows:

Demand Deposits	\$ 357,580
Certificates of Deposits Held as Investments (Note 3)	5,553
Louisiana Asset Management Pool (LAMP)	178,435
	<u>\$ 541,568</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial credit risk as it relates to cash deposits is the risk that in the event of a bank failure, the government's deposits may not be returned. At June 30, 2020, the Clerk has \$362,831 in deposits other than LAMP (collected bank balances), consisting of \$146,117 in non-interest bearing demand deposits and \$231,352 in interest bearing deposits. The non-interest bearing demand deposits of \$140,612 are secured from risk by federal deposit insurance of \$146,117. The \$231,352 in interest bearing deposits are secured from risk by federal deposit insurance of \$231,352. The Clerk does not have a deposit policy for custodial credit risk.

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

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The Clerk records its LAMP deposits within cash and cash equivalents.

3. Investments

Investments are categorized into these three categories of credit risk:

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

At June 30, 2020, the Clerk had only one investment in a certificate of deposit for \$5,553. It is considered a category 1 type investment and is secured from risk by \$5,553 of federal deposit insurance. In accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, all investments are carried at fair market value, with the estimated fair market value based on quoted market prices.

In accordance with GASB Codification Section 150.165, the investment in LAMP at June 30, 2020, is not categorized in the three risk categories provided by GASB Codification Section 150.164 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. The

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

investment in LAMP is stated at the value of the pool shares, which is the same as the fair value, and has been categorized as cash equivalents. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprised of the State Treasurer, representatives from various organizations of local government, the Government Finance Office Association of Louisiana, and the Society of Louisiana CPAs. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest.

LAMP is subject to the regulator oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2a7, which governs registered money market funds. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955.

GASB 40, Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

1. Credit risk: LAMP is rated AAA by Standard and Poor's
2. Custodial credit risk: LAMP 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.
3. Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.
4. Interest rate risk: 2a7-like investment pools are excluded from this disclosure requirement per paragraph 15 of the GASB 40 statement. However, LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. The WAM for LAMP's total investments, as provided by LAMP, is 47 days as of June 30, 2020.
5. Foreign currency risk: Not applicable to 2a7-like pools.

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with SEC as an investment company. LAMP, Inc. issues an annual publicly available financial report that includes financial statements and required supplementary information for LAMP, Inc. That report may be obtained by calling (800) 249-5267.

The Clerk records its LAMP deposits within cash and cash equivalents.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

Interest Rate Risk: The Clerk does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value arising from increasing interest rates.

4. Receivables

The Clerk had no receivables at June 30, 2020.

5. Capital Assets

Capital assets and depreciation activity as of and for the year ended June 30, 2020 for governmental activities is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities Capital Assets:				
Furniture and Fixtures	\$ 1,899	\$ -	\$ -	\$ 1,899
Computers and Software	136,571	13,771	-	150,342
Equipment	153	-	-	153
Total Capital Assets Being Depreciated	<u>138,623</u>	<u>13,771</u>	<u>-</u>	<u>152,394</u>
Less Accumulated Depreciation:				
Furniture and Fixtures	(1,899)	-	-	(1,899)
Computers and Software	(128,916)	(10,410)	-	(139,326)
Equipment	(153)	-	-	(153)
Total Accumulated Depreciation	<u>(130,968)</u>	<u>(10,410)</u>	<u>-</u>	<u>(141,378)</u>
Governmental Activities Capital, Net	<u>\$ 7,655</u>	<u>\$ 3,361</u>	<u>\$ -</u>	<u>\$ 11,016</u>

Depreciation was charged to governmental functions as follows:

General Government	<u>\$ 10,410</u>
--------------------	------------------

6. Pension Plan

Substantially all employees of the Clerk of Court's office are members of Louisiana Clerk of Court's Retirement and Relief Fund (System), a cost sharing multiple-employer defined benefit pension plan administered by a separate board of trustees.

The System issues an annual publicly available financial report that includes financial statements and required supplemental information for the System. That report may be obtained by writing to the Louisiana Clerk of Court's Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162. The plan can also be found on the Louisiana Legislative Auditor's website, www.la.la.gov.

The Clerk's office implemented Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date-an Amendment of GASB 68. These standards require the Clerk's office to record its proportional share of each of the pension plans Net Pension Liability and report the following disclosures:

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

Plan Description

The Fund was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. Title 11:1501 for eligible employees of the clerk of the supreme court, each of the district courts, each of the courts of appeal, each of the city and traffic courts in cities having a population in excess of four hundred thousand at the time of entrance into the Fund, The Louisiana Clerks' of Court Association, the Louisiana Clerks of Court Insurance Fund, and the employees of the Fund. 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.

Retirement Benefits:

A member or former member shall be eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 years (age 60 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, is equal to 3% percent 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 benefit accrual rate is increased to 3 $\frac{1}{3}$ % 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 as a result of injuries sustained in the line of duty or to active members with 10 or more years of credible service who are totally disabled due to any cause. A member who is officially certified as totally or permanently disabled by the State Medical Disability Board will be paid monthly disability retirement benefits equal to the greater of forty percent of their monthly average final compensation or 75% of their monthly regular retirement benefit computed as per R.S. 11:1521 (C).

Survivor Benefits:

Upon the death of any active contributing member with less than five years of credited service, his/her accumulated contributions are paid to his/her designated beneficiary. Upon the death of any active contributing member with five 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 are to 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 with benefits reduced $\frac{1}{4}$ of 1% for each month by which payments commence in advance of 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 less than 12 years of service, the designated beneficiary may receive his/her accumulated contributions. 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.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

Deferred Retirement Option Plan:

In lieu of terminating employment and accepting a service retirement allowance, any member of the Fund who is eligible for a service retirement allowance may elect to participate in the Deferred Retirement Option Plan (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 benefits 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 in the program may receive, at his option, a lump sum payment from the DROP account equal to the payments to the account or a true annuity based upon his account (subject to approval by the Board of Trustees). In addition, the member receives the monthly benefits that were paid into the DROP fund during his period of participation. 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. The interest earnings are based on the actual rate of return on funds in such accounts. These interest accruals cease upon termination of employment.

Upon termination, the member receives a lump sum payments from the DROP fund equal to the payments made to that fund on his behalf or a true annuity based in 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 method of benefit computation. Prior to January 1, 2011, the average compensation used to calculate the additional benefit is that used to calculate the 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 hid 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 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 balance is paid to his named beneficiary or, if none, to his estate.

Cost of Living Adjustments:

The Board of Trustees is authorized to grant retired members and widows of members who have been retired for at least one full calendar year an annual cost of 2.5% of their benefit (not to exceed \$40 per month), and all retired members and widows who are 65 years of age or older a 2% increase in their original benefit (or their benefit as of October 1, 1977, if they retired prior to that time). In order to grant the 2.5% COLA, the increase in the consumer price index must have exceeded 3% since the last COLA granted. In order for the Board to grant either of these increases, the Fund must meet certain other criteria as detailed in the Louisiana statute relating to funding status. In lieu of granting the above cost of living increases, Louisiana 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.

Employer Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2020, the actual employer contribution rate was 19%.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

In accordance with state statute, the Fund receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special fund situations. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended June 30, 2020.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk of Court is required to contribute at an actuarially determined rate. The rate, at June 30, 2020, is 19 percent of annual covered payroll. Contributions to the System also included one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. Helena Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. Helena Parish Clerk of Court's contributions to the System for the years ended June 30, 2020, 2019, and 2017, were \$54,279, \$57,577 and \$57,032 respectively, equal to the required contributions for each year. The Clerk has a payable to the Louisiana Clerk of Court's Retirement and Relief Fund at June 30, 2019 for \$4,366 due to legally required contributions.

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

At June 30, 2020, the Clerk reported a liability of \$565,970 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of June 30, 2019 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 contribution of all participating, actuarially determined. At June 30, 2019, the Clerk's proportion was 0.3116%, which was a decrease of 0.0117% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020, the Clerk recognized pension expense of \$109,286 representing its proportionate share of the System's net expense, including amortization of deferred amounts.

At June 30, 2020, the Clerk reported deferred outflows of resources and deferred inflows of resources related to the pensions from the following sources:

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 15,891	\$ -
Changes of Assumptions	36,179	-
Net difference between projected and actual earnings on pension plan investments	43,847	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	(8,676)	37,875
Employer contributions subsequent to the measurement date	54,279	-
Total	\$ 141,520	\$ 37,875

The Clerk reported a total of \$54,279 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2019 which will be recognized as a reduction in net pension liability in the year ended June 30, 2020.

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

Year		
2021	\$	4,675
2022		28,611
2023		12,318
2024		58,342
	\$	103,946

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2019 is as follows:

Valuation Date	June 30, 2019
Actuarial Cost Method	Entry Age Normal

Actuarial Assumptions:

Investment Rate of Return	6.75%, net of investment expense
Projected Salary Increases	5.00%
Inflation Rate	2.5%

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

Mortality Rates	RP-2000 Employee Table (set back 4 years for males and 3 years for females)
	RP-2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females)
	RP-2000 Healthy Annuitant Table (set forward 1 year for males) and projected to 2030 using scale AA for males and females
Expected Remaining Service Lives	2019 – 5 Years 2018 – 5 Years 2017 – 5 Years 2016 – 5 Years 2015 – 5 Years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The actuarial assumptions used are based on the assumptions used in the 2019 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009 – June 30, 2014, unless otherwise specified. In cases where benefit structures were changes after the experience study period, assumptions were based on future experiences.

The mortality rate assumption was verified by combining data from this plan with two other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long-term expected rate of return was 6.38% as of June 30, 2019. 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, 2019 is summarized in the following table:

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income:		
Domestic Bonds	20.00%	2.50%
International Bonds		3.50%
Domestic Equity	33.00%	7.50%
International Equity	27.00%	8.50%
Real Estate	10.00%	4.50%
Hedge Funds	10.00%	6.59%
Totals	<u>100.00%</u>	

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by the Board of Trustees and the Public Retirement System 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 Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Clerk's proportionate share of the net pension liability of LCCRRF as of June 30, 2019 using the discount rate of 6.75%, as well as what the Clerk's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower 5.75% or one percentage point higher 7.75% than the current rate:

	1% Decrease 5.75%	Current Discount Rate 6.75%	1% Increase 7.75%
LCCRRF			
Rates of St. Helena Parish Clerk of Court Share of NPL	\$ 840,938	\$ 565,970	\$ 332,702

7. Other Post-Employment Benefits

Plan Description. The Clerk's defined benefit postemployment 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 Louisiana Clerks of Court Insurance Trust ("LCCIT"), a multiple-employer healthcare plan administered by the Louisiana Clerks of Court Association. Louisiana Revised Statute 13:783 grants the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75. The premium rates are established and may be amended by the LCCIT board of trustees, with the Clerk determining the contribution requirements of the retirees.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

Benefits provided. The Clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 50% of retiree and 0% of dependent pre-Medicare health, Medicare Supplement, vision, and dental insurance premiums. The plan also provides for payment of 50% of retiree life insurance premiums.

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

Inactive employees currently receiving benefits payments	2
Inactive employees entitled to but not yet receiving receiving benefits payments	0
Active Employees	5
Total	7

The Clerk's total OPEB liability of \$506,667 was measured as of June 30, 2020 and was determined by an actuarial valuation as of January 1, 2020.

Actuarial assumptions and other inputs. The total OPEB liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.40%
Salary increases, including inflation:	3.25%
Discount Rate:	2.45%
Health Care Cost Trend Rates:	
Medical:	6.5% for 2021, decreasing 0.25% per year to an ultimate rate of 5.0% for 2027 and later years.
Medicare Advantage:	5.0% for 2021, decreasing 0.25% per year to an ultimate rate of 3.0% for 2029 and later years. Includes 2% per year for aging.
Dental:	3.0% annual trend
Vision:	3.0% annual trend

Retirees' Share of Benefit-Related Costs:

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

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

The discount rate was based on the 6/30/2020 Fidelity General Obligation AA 20-Year Yield.

Mortality rates for active employees were based on the PubG.H-2010 Employee mortality table, Generational with Projection Scale MP-2019 for males or females, as appropriate.

Mortality rates for retired employees were based on the PubG.H-2010 Healthy Annuitant mortality table, Generational with Projection Scale MP-2019 for males or females, as appropriate.

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

Changes in Total OPEB Liability

	<u>Total OPEB Liability</u>
Balance at 6/30/2019	<u>\$ 284,564</u>
Changes for the year:	
Service Cost	5,178
Interest	8,915
Differences between expected and actual experience	236,952
Changes in Assumptions/Inputs	(19,139)
Change in Benefit Terms	-
Benefit payments	(9,803)
Administrative Expense	-
Net Changes	<u>222,103</u>
Balance at 6/30/2020	<u><u>\$ 506,667</u></u>

Changes in the Total OPEB Liability

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.45 percent) or 1-percentage-point higher (3.45 percent) than the current discount rate:

	<u>1% Decrease (1.45%)</u>	<u>Discount Rate (2.45%)</u>	<u>1% Increase (3.45%)</u>
Total OPEB Liability	\$ 587,033	\$ 506,667	\$ 446,614

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

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

	1% Decrease	Trend Rate	1% Increase
Total OPEB Liability	\$ 462,209	\$ 506,667	\$ 580,776

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

For the year ended June 30, 2020, the Clerk recognized an OPEB expense of \$35,986. At June 30, 2020, the Clerk reported deferred outflows of resources and deferred inflows of resources and related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 210,624	\$ 25,229
Changes of Assumptions or Other Inputs	16,705	17,012
Total	\$ 227,329	\$ 42,241

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

Year	
2021	\$ 21,892
2022	\$ 21,892
2023	\$ 21,892
2024	\$ 22,604
2025	\$ 24,202
Thereafter	\$ 72,605

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

8. Accounts and Other Payables

	<u>General Fund</u>	<u>Fiduciary Funds</u>	<u>Total</u>
Accounts	\$ 5,454	\$ -	\$ 5,454
Other Accrued Liabilities	7,348	-	7,348
Held in Trust for Taxing Bodies and Others	-	481,672	481,672
Total Current Payables	<u>\$ 12,802</u>	<u>\$ 481,672</u>	<u>\$ 494,474</u>

9. Short-Term Debt

The Clerk did not have any short-term debt at June 30, 2020.

10. Leases

The Clerk did not have any leases at June 30, 2020.

11. Long-Term Obligations

The Clerk did not have any long-term obligations at June 30, 2020, except for the unfunded OPEB obligation as described in Note 7 and Net Pension Liability described in Note 6.

12. Risk Management

The Clerk is exposed to various risks of loss related to theft, damage, or destruction of assets, torts, injuries, natural disasters, and many other unforeseeable events. The Clerk purchases commercial insurance policies and bonds for any and all claims related to the aforementioned risks. The Clerk's payment of the insurance policy deductible is the only liability associated with these policies and bonds. There has been no significant decrease in insurance coverage from the prior year, and the amount of settlements has not exceeded the insurance coverage for the past three fiscal years.

13. Contingent Liabilities

At June 30, 2020, the Clerk was not involved in any outstanding litigation or claims requiring accrual or disclosure.

14. On-Behalf Payments

For the year ended June 30, 2020, the Clerk received \$24,600 from the Clerk's Supplemental Compensation Fund. The payments are recorded as Clerk's Supplemental Compensation revenue and as salaries in the General Fund.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2020**

15. Interfund Receivables / Payables

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
Salary Fund	\$ 15,477	\$ -
Advanced Deposit Fund	-	15,477
Total Current Payables	<u>\$ 15,477</u>	<u>\$ 15,477</u>

The Advance Deposit Fund owes the General Fund \$15,477 for civil fee charges collected. This amount was paid to the General Fund in July 2020.

16. Subsequent Events

Subsequent events have been evaluated by management through December 18, 2020 the date the financial statements were available to be issued. No events were noted that require recording or disclosure in the financial statements for the fiscal year ending June 30, 2020.

Required Supplemental Information (Part II)

St. Helena Parish Clerk of Court
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
General Fund - Detail
For the year ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
Revenues				
Court Costs,				
Fees and Charges	\$ 200,000	\$ 290,000	\$ 276,374	\$ (13,626)
Fees for Recording				
Legal Documents	161,000	142,000	148,141	6,141
Fees for Certified Copies	98,500	18,000	10,252	(7,748)
Interest Earnings	30	28	323	295
Licenses and Permits	4,900	1,500	1,444	(56)
Birth Certificates	18,500	15,000	15,830	830
Grant Revenues	-	4,226	13,771	9,545
Other Revenues	-	9	459	450
Clerk's Supplemental Pay	24,000	24,600	24,600	-
Total Revenues	<u>506,930</u>	<u>495,363</u>	<u>491,194</u>	<u>(4,169)</u>
Expenditures				
Accounting Fees	8,000	9,000	8,200	800
Birth Certificates	7,900	7,900	6,762	1,138
Capital Outlay	-	10,021	13,771	(3,750)
Conventions	1,800	1,100	1,089	11
Dues and Subscriptions	4,000	5,000	2,254	2,746
Election Expense	3,000	8,000	7,699	301
Insurance	2,500	2,500	2,000	500
Insurance, Health	29,400	28,000	23,496	4,504
Insurance, Workers Comp.	1,300	-	-	-
Marriage License Fees	600	600	199	401
Miscellaneous	600	300	49	251
Office Supplies	2,500	5,000	3,675	1,325
Payroll Taxes	6,000	6,000	5,048	952
Portal Fee	3,000	3,000	2,863	137
Postage	2,000	1,500	1,343	157
Retirement	80,500	73,000	70,258	2,742
Salaries	336,500	336,500	321,908	14,592
Supplemental Pay	6,000	5,000	5,066	(66)
Telephone	3,000	3,000	2,821	179
Total Expenditures	<u>498,600</u>	<u>505,421</u>	<u>478,501</u>	<u>26,920</u>
Net Change in Fund Balances	<u>8,330</u>	<u>(10,058)</u>	<u>12,693</u>	<u>22,751</u>
Fund Balances, Beginning	9,337	49,878	49,878	-
Fund Balances, Ending	<u>\$ 17,667</u>	<u>\$ 39,820</u>	<u>\$ 62,571</u>	<u>\$ 22,751</u>

See independent auditor's report.

St. Helena Parish Clerk of Court
Schedule of Changes in the Clerk's Total OPEB Liability and Related Ratios
June 30, 2020

Total OPEB Liability	<u>2018</u>	<u>2019</u>	<u>2020</u>
Service Cost	\$ 5,043	\$ 4,729	\$ 5,178
Interest	10,506	9,067	8,915
Changes of benefit terms	-	-	-
Differences between expected and actual experience	(4,272)	(33,222)	236,952
Changes in assumptions or other inputs	-	25,058	(19,139)
Benefit payments	<u>(10,960)</u>	<u>(12,044)</u>	<u>(9,804)</u>
Net Change in Total OPEB Liability	317	(6,412)	222,102
Total OPEB Liability - Beginning	<u>290,659</u>	<u>290,976</u>	<u>284,564</u>
Total OPEB Liability - Ending	<u>\$ 290,976</u>	<u>\$ 284,564</u>	<u>\$ 506,666</u>
Covered Employee Payroll	\$ 329,430	\$ 329,576	\$ 321,653
Total OPEB Liability as a percentage of covered employee payroll	88.33%	86.34%	157.52%

Notes to Schedule:

Changes of Benefit Terms: None

Changes of Assumptions: Changes of assumption and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

2018	3.62%
2019	3.13%
2020	2.45%

Mortality Rates

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

See independent auditor's report.

St. Helena Parish Clerk of Court
Schedule of the Clerk's Proportionate Share of the Net Pension Liability
For the year ended June 30, 2020

Actuarial Valuation Date	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2015	0.3380%	\$ 455,886	\$ 324,637	140.4295%	79.3714%
June 30, 2016	0.3616%	\$ 542,425	\$ 327,147	165.8047%	78.1291%
June 30, 2017	0.3627%	\$ 670,902	\$ 331,634	202.3019%	74.1703%
June 30, 2018	0.3291%	\$ 497,910	\$ 332,529	149.7343%	79.6913%
June 30, 2019	0.3233%	\$ 537,733	\$ 303,037	177.4480%	79.0719%
June 30, 2020	0.3233%	\$ 565,970	\$ 285,680	198.1133%	77.9292%

Schedule is intended to show information for 10 years.

Additional years will be displayed as they become available

See independent auditor's report.

Schedule 4

**St. Helena Parish Clerk of Court
Schedule of the Clerk's Contributions
June 30, 2020**

<u>Actuarial Valuation Date</u>	<u>Contractually Required Contribution</u>	<u>Contributions Relations to Contractual Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
June 30, 2015	\$ 69,607	\$ 69,607	\$ -	\$ 327,147	21.2770%
June 30, 2016	\$ 75,724	\$ 75,724	\$ -	\$ 331,634	22.8336%
June 30, 2017	\$ 80,904	\$ 80,904	\$ -	\$ 296,894	27.2501%
June 30, 2018	\$ 57,032	\$ 57,032	\$ -	\$ 299,794	19.0237%
June 30, 2019	\$ 57,577	\$ 57,577	\$ -	\$ 303,037	19.0000%
June 30, 2020	\$ 54,279	\$ 54,279	\$ -	\$ 285,679	19.0000%

Schedule is intended to show information for 10 years.

Additional years will be displayed as they become available

See independent auditor's report.

Other Supplemental Information

St. Helena Parish Clerk of Court
Combining Schedule of Changes in Unsettled Deposits
Fiduciary Funds - Agency Funds
For the year ended June 30, 2020

	Advance Deposit Fund	Registry of Court Fund	Total
Unsettled Deposits, Beginning of the Year	\$ <u>131,028</u>	\$ <u>395,045</u>	\$ <u>526,073</u>
Additions			
Suits and Successions	227,828	20,592	248,420
Interest Earned	513	5,248	5,761
Total Additions	<u>228,341</u>	<u>25,840</u>	<u>254,181</u>
Reductions			
Civil Fees	243,325	-	243,325
Settlements to Litigants	-	50,886	50,886
Sheriff's Fees	4,305	-	4,305
Other Reductions	66	-	66
Total Reductions	<u>247,696</u>	<u>50,886</u>	<u>298,582</u>
Unsettled Deposits, End of the Year	\$ <u><u>111,673</u></u>	\$ <u><u>369,999</u></u>	\$ <u><u>481,672</u></u>

See independent auditor's report.

St. Helena Parish Clerk of Court
Schedule of Compensation, Benefits and Other Payments to Agency Head
For the year ended June 30, 2020

Agency Head Name: Mildred Cyprian, Clerk of Court

Purpose	<u>Amount</u>
Salary	\$ 110,153
Clerk's Supplemental Compensation	24,600
Vehicle Expense Allowance	22,234
Clerk's Expense Allowance	13,475
Custodian of Voting Machines	2,400
Benefits, Insurance	6,396
Benefits, Retirement	35,807
Registration Fees	950
Conference Travel	139
Total	<u><u>\$ 216,154</u></u>

See independent auditor's report.

Other Independent Auditor's Reports and Findings and Recommendations

CHARLES P. HEBERT, CPA

CHRISTOPHER S. JOHNSON, CPA, MBA

ADAM C. HEBERT, CPA

MEMBER

American Institute of Certified Public Accountants
Society of Louisiana Certified Public Accountants



**Hebert Johnson
& Associates, Inc.**
Certified Public Accountants

18435 HIGHWAY 22, STE. 2
P.O. BOX 1151
PONCHATOULA, LA 70454
(985) 386-5740 • FAX (985) 386-5742

29644 SOUTH MONTPELIER AVE., STE. B
P.O. BOX 520
ALBANY, LA 70711
(225) 209-6627 • FAX (225) 209-6625

A P R O F E S S I O N A L A C C O U N T I N G C O R P O R A T I O N

**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***

To the Honorable Mildred Cyprian
St. Helena Parish Clerk of Court
Post Office Box 308
Greensburg, Louisiana 70441

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, Greensburg, Louisiana, a component unit of the St. Helena Parish Police Jury, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the St. Helena Parish Clerk of Court's basic financial statements and have issued our report thereon dated December 18, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered St. Helena Parish Clerk of Court's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of St. Helena Parish Clerk of Court's internal control. Accordingly, we do not express an opinion on the effectiveness of St. Helena 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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Current year Findings, Recommendations, and Responses as item 2020-01 that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether St. Helena 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Current year Findings, Recommendations, and Responses as item 2020-02.

St. Helena Parish Clerk of Court's Response to Findings

St. Helena Parish Clerk of Court's response to the findings identified in our audit is described in the accompanying Schedule of Current Year Findings, Recommendations, and Responses. St. Helena Parish Clerk of Court's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

This report is intended solely for the information and use of management and the Office of the Legislative Auditor, State of Louisiana, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed to the Legislative Auditor as a public document.

Chris Johnson

Hebert Johnson & Associates, Inc.
A Professional Accounting Corporation
Ponchatoula, Louisiana

December 18, 2020

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Schedule of Current Year Findings, Recommendations, and Responses
For the Year Ended June 30, 2020**

We have audited the basic financial statements of the St. Helena Parish Clerk of Court as of and for the year ended June 30, 2020, and have issued our report thereon dated December 18, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2020 resulted in an unmodified opinion.

Section I – Summary of Auditor’s Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control
Material Weakness, No Significant Deficiencies, Yes

Compliance
Compliance Material to Financial Statements, Yes

b. Federal Awards

Not Applicable

Was a management letter issued? No

Section II – Financial Statement Findings

Internal Control

2020-01 Accountant Cannot Prepare Financial Statements

Criteria:

The Clerk of Court must prepare the basic financial statements of the St. Helena Parish Clerk of Court in accordance with accounting principles generally accepted in the United States of America as applied to governmental units.

Condition:

The Clerk of Court’s accountant cannot draft the Clerk of Court’s financial statements.

Cause:

The St. Helena Parish Clerk of Court’s job description for an accountant does not require the accountant to have the technical skills to prepare the accompanying financial statements of the governmental activities and each major fund of the St. Helena Parish Clerk of Court.

Effect:

As part of the audit, the auditor assisted with preparation of the financial statements and related notes.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Schedule of Current Year Findings, Recommendations, and Responses
For the Year Ended June 30, 2020**

Recommendation:

We recommend the Clerk of Court review the cost benefit of hiring an accountant with the technical skills to prepare the accompanying financial statements of the governmental activities and each major fund of the St. Helena Parish Clerk of Court.

Management's Response:

The Clerk of Court will review the cost benefit of hiring an accountant with the required expertise to prepare the financial statements on an annual basis. Responsible Party, Mildred Cyprian (225) 222-4514

Compliance

2020-02 Timely Payroll Tax Deposits

Criteria:

According to Publication 15 Employers Tax Guide of the Internal Revenue Service, entities with less than \$50,000 of federal income taxes withholding and the employee and employer portion of medicare and social security taxes, must be deposited by the 15th day of the following month.

Condition:

The Clerk's office was late in making payroll tax deposits for the first quarter of 2020.

Cause:

The accountant had entered the payroll tax deposit into the accounting software but never made the payment through the Electronic Federal Tax Payments System.

Effect:

This resulted in the Clerk's office owing penalty and interest to the Internal Revenue Service for \$643.37.

Recommendation:

We recommend management have the accountant make each payroll tax deposit after each payroll check date. The accountant should give a confirmation to management showing the payroll tax deposit has been made.

Management's Response:

The Clerk will ensure that after each payroll, the accountant must give the Clerk confirmation of payment for payroll taxes.

**St. Helena Parish Clerk of Court
Greensburg, Louisiana**

**Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2020**

2019-01 Accountant Cannot Prepare Financial Statements

Condition:

The Clerk of Court's accountant cannot draft the Clerk of Court's financial statements.

Recommendation:

We recommend the Clerk of Court review the cost benefit of hiring an accountant with the technical skills to prepare the accompanying financial statements of the governmental activities and each major fund of the St. Helena Parish Clerk of Court.

Resolved:

See Finding 2020-01