

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Annual Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
June 30, 2023
With Supplemental Information Schedules

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Annual Financial Statements
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With Supplemental Information Schedules

C O N T E N T S

		<u>Page No.</u>
Independent Auditor's Report		3
Required Supplemental Information (Part I)		
Management's Discussion and Analysis		8
Basic Financial Statements		
	<u>Statement</u>	<u>Page No.</u>
Government-Wide Financial Statements:		
Statement of Net Position	A	13
Statement of Activities	B	14
Fund Financial Statements:		
Governmental Funds:		
Balance Sheet	C	15
Reconciliation of the Governmental Funds Balance Sheet to The Financial Statement of Net Position		16
Statement of Revenues, Expenditures, and Changes in Fund Balances	D	17
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, And Changes in Fund Balances to the Statement of Activities		18
Fiduciary - Agency Funds:		
Statement of Fiduciary Net Position	E	19
Statement of Changes in Fiduciary Net Position	F	20

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Contents, June 30, 2023

C O N T E N T S (CONTD.)

	<u>Schedule</u>	<u>Page No.</u>
Notes to the Financial Statements		21
Required Supplemental Information (Part II):		
Budgetary Comparison Schedule - General Fund	1	41
Notes to Budgetary Comparison Schedule		42
Schedule of Changes in Net OPEB Liability and Related Ratios	2	43
Schedule of Employer's Share of Net Pension Liability	3	44
Schedule of Employer Contributions	4	45
Other Supplemental Schedules (Part III):		
Schedule of Compensation, Benefits and Other Payments to Agency Head	5	47
Justice System Funding Schedule - Receiving Entity	6	48
Justice System Funding Schedule - Collecting/Disbursing Entity	7	49
Reports Required by Government Auditing Standards (Part IV)		
Independent Auditor's Report Required by Government Auditing Standards (Part IV):		
Independent Auditors Report on Compliance and Internal Control over Financial Reporting		52
Schedule of Audit Findings	8	54
Summary Schedule of Prior Audit Findings	9	55
Agency Response to Finding		56
Statewide Agreed Upon Procedures		57
Agency Response to Statewide Agreed Upon Procedures		70

Independent Auditor's Report

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Opinions

I have audited the accompanying financial statements of the governmental activities, the major fund and fiduciary funds of the West Carroll Parish Clerk of Court, a component unit of the West Carroll Parish Police Jury, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the West Carroll Parish Clerk of Court's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund information, and the fiduciary funds of the West Carroll Parish Clerk of Court as of June 30, 2023, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinion

I conducted my 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 and the *Louisiana Governmental Audit Guide*. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the West Carroll Parish Clerk of Court and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Independent Auditor's Report,
June 30, 2023

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 West Carroll 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

My 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 my 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 and *Government 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 and Government Auditing Standards, I:

- 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 West Carroll 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 financials statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the West Carroll Parish Clerk of Court's ability to continue as a going concern for a reasonable period of time.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Independent Auditor's Report,
June 30, 2023

I am 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 I 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, the Budgetary Comparison Schedule and notes to required supplementary information, the Schedule of Changes in Net OPEB Liability and Related Ratios, the Schedules of Employer's share of the Net Pension Liability, and the Schedules of Employer Contributions, as listed in the table of contents, 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. I 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 managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the West Carroll Parish Clerk of Court's basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head, and the justice system funding schedules as listed in the Table of Contents, is presented for purpose of additional analysis and is 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 financials statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion the 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*, I have also issued a report dated December 22, 2023, on my consideration of the West Carroll Parish Clerk of Court's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana
Independent Auditor's Report,
June 30, 2023

internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the West Carroll Parish Clerk of Court's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the West Carroll Parish Clerk of Court's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, I have issued a report, dated December 22, 2023, on the results of my state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state side agreed-upon procedures, and the results of that testing, and not to provide an opinion on control ro compliance.



West Monroe, Louisiana
December 22, 2023

REQUIRED SUPPLEMENTARY INFORMATION
PART I

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Management's Discussion and Analysis
June 30, 2023

As management of the West Carroll Parish Clerk of Court, I offer readers of the West Carroll Parish Clerk of Court's financial statements this narrative overview and analysis of the financial activities of the West Carroll Parish Clerk of Court for the fiscal year ended June 30, 2023. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Overview of the Financial Statements

This Management Discussion and Analysis document introduces the clerk's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the Clerk of Court's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the West Carroll Parish Clerk of Court's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the West Carroll Parish Clerk of Court's assets and liabilities, with the difference between the two 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 West Carroll Parish Clerk of Court is improving or deteriorating.

The *statement of activities* presents information showing how the government'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 timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

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 West Carroll Parish Clerk of Court, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the West Carroll Parish Clerk of Court can be divided into two categories: governmental funds and fiduciary (agency) funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The West Carroll Parish Clerk of Court adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the West Carroll Parish Clerk of Court's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

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.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the West Carroll Parish Clerk of Court's performance.

The Combining Schedules of Fiduciary Funds is presented immediately following the required supplementary information.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, liabilities of the West Carroll Parish Clerk of Court exceeded assets by \$725,391. The largest portion of the West Carroll Parish Clerk of Court's net position reflects its investment in capital assets (e.g., equipment). These assets are not available for future spending.

The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the West Carroll Parish Clerk of Court to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

STATEMENT OF NET POSITION

	2023	2022
ASSETS		
Cash and cash equivalents	\$36,266	\$57,799
Receivables	3,179	4,537
Due from other funds	29,830	15,694
Capital assets (net of accumulated depreciation)	11,488	16,604
TOTAL ASSETS	80,763	94,634
DEFERRED OUTFLOWS OF RESOURCES		
Pension and OPEB related	200,611	154,991
LIABILITIES		
Accounts payable	2,303	2,660
Payroll deducts payable	4,195	9,102
Due to Clerk	12,266	15,198
Due to other funds	1,225	1,225
Compensated absences payable	3,255	3,255
Net Pension liability	457,611	241,632
Net OPEB obligation	479,462	479,624
TOTAL LIABILITIES	960,317	752,696
DEFERRED INFLOWS OF RESOURCES		
Pension and OPEB Related	46,448	251,941
NET POSITION		
Invested in capital assets, net of related debt	11,488	16,604
Unrestricted	(736,879)	(771,616)
TOTAL NET POSITION	(\$725,391)	(\$755,012)

STATEMENT OF ACTIVITIES

	2023	2022
Judicial:		
Personal service	\$305,260	\$252,882
Operating services	80,909	121,043
Materials and supplies	12,471	9,176
Travel	28,076	33,440
Depreciation expense	5,116	4,151
Total Program Expenses	431,832	420,692
Program revenues:		
Charges for services:		
License and permits - marriage	1,340	1,473
Clerk's supplemental compensation	25,700	24,125
Court cost, fees, and charges	209,684	171,849
Fee for recording legal documents	140,077	162,388
Fees for certified copies of documents	35,701	41,264
Total program revenues	412,502	401,099
Net Program Expenses	(19,330)	(19,593)
General revenues:		
State grants	23,838	109,771

Interest earned	\$1,832	\$3,166
Other revenues	23,281	21,854
Total general revenues	48,951	134,791
Change in Net Position	29,621	115,198
Net Position - Beginning of year	(755,012)	(870,210)
Net Position - End of year	<u>(725,391)</u>	<u>(755,012)</u>

Financial Analysis of the Government's Funds

As noted earlier, the West Carroll Parish Clerk of Court uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of June 30, 2023, the General Fund unreserved, undesignated fund balance of \$49,286 showed a decrease of \$559 over June 30, 2022.

General Fund Budgetary Highlights

The primary difference between revenues of the original budget and the final budget was an increase in state grants, clerks supplemental compensation, and court costs, fees, and charges and decreases in anticipated fees for recording legal documents, fees for certified copies of documents and use of money and property. The differences between expenditures of the original budget and the final budget were primarily due to increases in personal services and related benefits, operating services and materials and supplies and a decrease in travel and other charges.

Capital assets. The West Carroll Parish Clerk of Court's investment in capital assets for its governmental activities as of June 30, 2023, amounts to \$11,488 (net of accumulated depreciation). This investment includes furniture and equipment. There were no increases and no decreases in capital assets for the year.

Long-term debt. At the end of the fiscal year, West Carroll Parish Clerk of Court had \$3,255 debt outstanding for compensated absences. The West Carroll Parish Clerk of Court contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). Net OPEB obligation associated with the Retiree Health Plan at June 30, 2023 is \$479,462. Net pension obligation associated with the Pension Plan at June 30, 2023 is \$457,611.

Requests for Information

This financial report is designed to provide a general overview of the West Carroll Parish Clerk of Court's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the West Carroll Parish Clerk of Court, P.O. Drawer 1078, Oak Grove, LA 71263.

BASIC FINANCIAL STATEMENTS

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

STATEMENT OF NET POSITION
June 30, 2023

ASSETS

Cash and cash equivalents	\$36,266
Receivables	3,179
Due from other funds	29,830
Capital assets (net of accumulated depreciation)	<u>11,488</u>
TOTAL ASSETS	<u>80,763</u>

DEFERRED OUTFLOWS OF RESOURCES

Pension and OPEB related	<u>200,611</u>
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LIABILITIES

Accounts payable	2,303
Payroll deducts payable	4,195
Due to Clerk	12,266
Due to other funds	1,225
Compensated absences payable	3,255
Net pension liability	457,611
Net OPEB obligation	<u>479,462</u>
TOTAL LIABILITIES	<u>960,317</u>

DEFERRED INFLOWS OF RESOURCES

Pension and OPEB related	<u>46,448</u>
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NET POSITION

Invested in capital assets, net of related debt	11,488
Unrestricted	<u>(736,879)</u>
TOTAL NET POSITION	<u><u>(\$725,391)</u></u>

See independent auditor's report and the related notes to the financial statements.

Statement B

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

STATEMENT OF ACTIVITIES
June 30, 2023

Judicial:	
Personal services	\$305,260
Operating services	80,909
Materials and supplies	12,471
Travel	28,076
Depreciation expense	5,116
Total Program Expenses	<u>431,832</u>
Program revenues:	
Charges for services:	
License and permits - marriage	1,340
Clerk's supplemental compensation	25,700
Court cost, fees, and charges	209,684
Fees for recording legal documents	140,077
Fees for certified copies of documents	35,701
Total program revenues	<u>412,502</u>
Net Program Expenses	<u>(19,330)</u>
General revenues:	
State grants	23,838
Interest earned	1,832
Other revenues	23,281
Total General revenues	<u>48,951</u>
Change in Net Position	29,621
Net Position - Beginning of year	<u>(755,012)</u>
Net Position - End of year	<u><u>(\$725,391)</u></u>

See independent auditor's report and the related notes to the financial statements.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
GOVERNMENTAL FUND

Balance Sheet, June 30, 2023

ASSETS

Cash and cash equivalents	\$36,266
Receivables	3,179
Due from Other Funds	<u>29,830</u>
TOTAL ASSETS	<u>\$69,275</u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accounts payable	\$2,303
Payroll deducts payable	4,195
Due to Clerk	12,266
Due to Other Funds	<u>1,225</u>
TOTAL LIABILITIES	19,989
Fund Balance - unassigned	<u>49,286</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$69,275</u>

See independent auditor's report and the related notes to the financial statements.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Reconciliation of Governmental Fund
Balance Sheet to the Statement of Net Position

For the Year Ended June 30, 2023

Total Fund Balance - Governmental Fund (Statement C)		\$49,286
Deferred outflows of resources		200,611
Cost of capital assets	\$52,743	
Less: Accumulated depreciation	<u>(41,255)</u>	11,488
Long term liabilities:		
Compensated absences payable	(3,255)	
Net pension liability	(457,611)	
Net OPEB obligation	<u>(479,462)</u>	(940,328)
Deferred inflows of resources		<u>(46,448)</u>
Net Position (Statement A)		<u><u>(\$725,391)</u></u>

See independent auditor's report and the related notes to the financial statements.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
GOVERNMENTAL FUND

Statement of Revenues, Expenditures,
and Changes in Fund Balance

For the Year Ended June 30, 2023

REVENUES

Licenses and permits - marriage	\$1,340
Intergovernmental:	
State grants	23,838
Clerk's supplemental compensation	25,700
Fees, charges, and commissions for services:	
Court costs, fees, and charges	209,684
Fees for recording legal documents	140,077
Fees for certified copies of documents	35,701
Use of money and property - interest earnings	1,832
Miscellaneous	426
Total revenues	<u>438,598</u>

EXPENDITURES

Current:	
General government - judicial:	
Personal services	317,701
Operating services	80,909
Materials and supplies	12,471
Travel and other charges	28,076
Total expenditures	<u>439,157</u>

**EXCESS (Deficiency) OF REVENUES
OVER EXPENDITURES**

(559)

FUND BALANCE AT BEGINNING OF YEAR

49,845

FUND BALANCE AT END OF YEAR

\$49,286

See independent auditor's report and the related notes to the financial statements.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Reconciliation of Governmental Fund
Statement of Revenue, Expenditures, and Changes
in Fund Balance to the Statement of Activities

For the Year Ended June 30, 2023

Total net change in fund balance - governmental fund (Statement D)	(\$559)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental fund 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 capital outlays exceed depreciation for the period.	(5,116)
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental fund. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	42,612
Non-employer contributions to cost-sharing pension plan	22,855
Pension expense associated with cost-sharing pension plan	<u>(30,171)</u>
Change in net position of governmental activities (Statement B)	<u><u>\$29,621</u></u>

See independent auditor's report and the related notes to the financial statements.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Statement of Fiduciary Net Position - Agency Funds

June 30, 2023

	ADVANCE DEPOSIT	REGISTRY OF COURT	NON SUPPORT	TOTAL
ASSETS				
Cash and cash equivalents	\$234,812	\$179,409	\$24,113	\$438,334
Accounts receivable			898	898
Due from other funds	1,166		59	1,225
LIABILITIES	<u>\$235,978</u>	<u>\$179,409</u>	<u>\$25,070</u>	<u>\$440,457</u>
Due to:				
General Fund	\$5,075		\$24,755	\$29,830
Accounts payable			256	256
Others	230,903	\$179,409	59	410,371
TOTAL LIABILITIES	<u>\$235,978</u>	<u>\$179,409</u>	<u>\$25,070</u>	<u>\$440,457</u>

See independent auditor's report and the related notes to the financial statements.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Statement of Changes in Fiduciary Net Position
For the Year Ended June 30, 2023

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	NON SUPPORT FUND	TOTAL
UNSETTLED DEPOSITS AT BEGINNING OF YEAR	<u>\$210,920</u>	<u>\$175,138</u>	<u>\$59</u>	<u>\$386,117</u>
ADDITIONS				
Suits and successions	191,670	4,025		195,695
Support payments			13,010	13,010
Interest earned on investments		246		246
Total additions	<u>191,670</u>	<u>4,271</u>	<u>13,010</u>	<u>208,951</u>
Total	<u>402,590</u>	<u>179,409</u>	<u>13,069</u>	<u>595,068</u>
REDUCTIONS				
Clerk's costs to General Fund	112,336		12,754	125,090
Deposits settled to:				
Litigants	16,194			16,194
Appraisers, curators, and keepers	2,595			2,595
Sheriff's fees	24,773		256	25,029
Judge's Supplemental & Comp Fund	9,155			9,155
Judicial Expense Fund	4,740			4,740
Other reductions	1,894			1,894
Total reductions	<u>171,687</u>	<u>NONE</u>	<u>13,010</u>	<u>184,697</u>
UNSETTLED DEPOSITS AT END OF YEAR	<u>\$230,903</u>	<u>\$179,409</u>	<u>\$59</u>	<u>\$410,371</u>

See independent auditor's report and the related notes to the financial statements.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Notes to the Financial Statements
As of and For the Year Ended June 30, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the clerk of court serves as the ex-officio notary public, the recorder of conveyances, mortgages and other acts, and shall have other duties and powers provided by law. The clerk of court is elected for a term of four years.

The accompanying financial statements of the West Carroll Parish Clerk of Court have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. 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.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the West Carroll Parish Police Jury is the financial reporting entity for West Carroll Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) 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.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the West Carroll Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the clerk of court's office is located and provides partial funding for equipment, furniture and supplies of the clerk of court's office, the clerk of court was determined to be a component unit of the West Carroll Parish Police Jury, the financial reporting entity. 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 West Carroll Parish financial reporting entity.

B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

The clerk of court's basic financial statements include both government-wide (reporting the clerk of court as a whole) and fund financial statements (reporting the clerk's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the clerk are classified as governmental.

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the clerk, except for fiduciary funds. Fiduciary funds are reported in the Statement of Fiduciary Net Position and the Statement of Changes in Fiduciary Net Position at the fund financial statement level.

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

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the clerk's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the clerk's general revenues.

Allocation of Indirect Expenses - The clerk reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function. Depreciation on buildings is assigned to the "general administration" function due to the fact that buildings serve multiple purposes.

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the clerk are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the clerk. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The clerk of court's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the clerk are described as follows:

Governmental Fund Type

Major Fund - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the clerk of court and is used to account for the operations of the clerk's office. The various fees and

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Notes to the Financial Statements (Continued)

charges due to the clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

Fiduciary Fund Type - Agency Funds

The Advance Deposit, Registry of Court and Non Support Expense agency funds are used to account for assets held as an agent for others. Agency 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 accrual basis of accounting.

D. BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

1. Accrual:

Both governmental and fiduciary fund activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Notes to the Financial Statements (Continued)

transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Intergovernmental revenue, recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are recorded in the year in which they are earned.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Substantially all other revenues are recognized when received by the clerk of court.

Based on the above criteria, intergovernmental revenue, recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are treated as susceptible to accrual.

Expenditures

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

E. CASH AND CASH EQUIVALENTS

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 principal offices in Louisiana. At June 30, 2023, the clerk has cash and equivalents (book balances) totaling \$474,600 as follows:

Demand deposits	\$277,025
Time deposits	<u>197,575</u>
Total	<u><u>\$474,600</u></u>

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the 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 or exceed 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. 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 bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Clerk's name. The Clerk does not have a policy concerning custodial risk.

Cash and cash equivalents (bank balances) at June 30, 2023, is \$498,630 and are fully secured by FDIC insurance.

F. 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.

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the clerk, no salvage value is taken into consideration for depreciation purposes. 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>
Buildings and building improvements	20 - 40 years
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

G. ANNUAL AND SICK LEAVE

Employees of the clerk of court's office are allowed 5 to 20 days annual leave each year, depending on length of service, and are allowed to accrue unused annual leave. Upon voluntary resignation or retirement, an employee is compensated for unused annual leave.

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

Additionally, employees of the clerk of court's office are allowed 12 to 24 days sick leave each year depending on length of service, and may accumulate up to 30 days. Upon termination or retirement, employees are paid for unused sick leave at their current rate of pay.

At June 30, 2023, employees had accumulated and vested \$3,255 in sick leave and annual benefits, which is included in general long-term obligations in the accompanying financial statements. The cost of leave privileges is recognized as a current year expenditure when leave is actually taken or when employees are paid for accrued sick leave and annual leave upon separation of employment.

H. RISK MANAGEMENT

The clerk is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the clerk maintains commercial insurance policies covering his automobile, professional liability and surety bond coverage. In addition to the above policies, the clerk also maintains an errors and omissions claims paid policy with the Louisiana Clerks of Court Risk Management Agency. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 2023.

I. PENSION PLANS

The West Carroll Parish Clerk's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 4. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for 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 (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

J. EQUITY CLASSIFICATIONS

In the government-wide statements, equity is classified as net position and displayed in three components:

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

In the fund financial statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable - represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

Restricted - represents balances where constraints have been established by parties outside the Clerk's office or imposed by law through constitutional provisions or enabling legislation.

Committed - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Clerk's highest level of decision-making authority.

Assigned - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

Unassigned - represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

The General Fund has an unassigned fund balance of \$49,286. If applicable, the Clerk would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds. The Clerk considers restricted amounts have been spent when an expenditure has been incurred for the purpose for which both restricted and unrestricted fund balance is available.

K. INTERFUND TRANSACTIONS

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions are reported as transfers.

L. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisitions of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

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 amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

2. RECEIVABLES

The receivables of \$4,077 at June 30, 2023, are as follows:

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Notes to the Financial Statements (Continued)

<u>Class of receivables:</u>	<u>General Fund</u>	<u>Non Support Fund</u>	<u>Total</u>
Fees, charges, and commissions for services:			
Court costs, fees, and charges	\$1,693	\$898	\$2,591
Copies	516		516
Fees for recording legal documents	970		970
Total	<u>\$3,179</u>	<u>\$898</u>	<u>\$4,077</u>

3. CHANGES IN CAPITAL ASSETS

A summary of changes in office furnishings and equipment follows:

Balance, June 30, 2022	\$52,743
Additions	NONE
Deletions	NONE
Balance, June 30, 2023	<u>52,743</u>
Less accumulated depreciation	<u>(41,255)</u>
Net Capital Assets	<u>\$11,488</u>

Depreciation expense of \$5,116 was charged to the judicial function.

4. PENSION INFORMATION

The Louisiana Clerks' of Court Retirement Fund (Fund) is a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:1501 to provide regular, disability and survivor benefits to clerks of court, their deputies and other employees, and the beneficiaries of such clerks of court, their deputies, and other employees and the beneficiaries of such clerks of court, their deputies, and other employees. Substantially all employees of the West Carroll Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (Fund).

Summary of Significant Accounting Policies.

The Louisiana Clerks' of Court Retirement and Relief Fund prepared its employer schedules in accordance with Governmental Accounting Statement No. 68 - *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27*. GASB Statement No. 68 established standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expenses/expenditures. It provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value and attribute that present value to periods of employee service. It also provides methods to calculate participating employer's

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Notes to the Financial Statements (Continued)

proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense and amortization periods for deferred inflows and deferred outflows.

The Louisiana Clerks' of Court Retirement and Relief Fund employer schedules were prepared using 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. The member's earnable compensation is attributed to the employer for which the member is employed as of June 30, 2022.

Plan Fiduciary Net Position

Plan fiduciary net position is a significant component of the Fund's collective net pension liability. The Fund's plan fiduciary net position was determined using the accrual basis of accounting. The Fund's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts.

Pension Amount Netting

The deferred outflows and deferred inflows of resources attributable to differences between projected and actual earnings on pension plan investments recorded in different years are netted to report only a deferred outflow or a deferred inflow on the schedule of pension amounts. The remaining categories of deferred outflows and deferred inflows are not presented on a net basis.

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.

The Louisiana Clerks' of Court Retirement and Relief Fund of Louisiana has issued a stand-alone audit report on their financial statements for the year ended June 30, 2022. Access to the report can be found on the Louisiana Legislative Auditor's website, www.la.la.gov.

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

Plan 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 65 if hired on or after January 1, 2011) or more and terminating employment. Regular retirement benefits, payable monthly for life, equal 3% percent of the members 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 and 1/3 percent 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 of increase of 10% in each of the last three years of measurement. For those members hired on or after July 1, 2006, compensation is based on the highest compensated sixty consecutive months with a limit of 10% increase 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.

Contributions

According to the state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2022, the actual employer contribution rate was 22.25%. In accordance with state statute, the Fund also 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. Non-employer contributions are recognized as revenue during the year and excluded from pension expense. Non-employer contribution revenue for the year ended June 30, 2022 was \$22,855.

The Clerk of Court's contractually required composite contribution rate for the year ended June 30, 2022 was 22.25% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the Clerk were \$43,161 for the year ended June 30, 2022.

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

For the years ending June 30, 2023 and 2022, the Clerk reported a liability of \$457,611 and \$241,632, respectively, for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022 and 2021, respectively, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerks' proportion of the net pension liability was based on a projection of the Clerks' long-term share of contributions to the pension plan relative to the projected contributions of all participating clerks' actuarially determined. At

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

June 30, 2022, the Clerks' proportion was .1888 percent, which was an increase of .0072 from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the Clerk recognized pension expense of \$86,590. At June 30, 2022, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected actual experience	\$4,339	\$4,160
Changes in Assumptions	33,581	
Net difference between projected and actual earnings on pension plan	97,904	
Changes in employer's proportion of beginning NPL	9,255	32,550
Differences between employer and proportionate share of contributions	1,600	10
Subsequent measurement contributions	44,694	
Total	\$191,373	\$36,720

\$44,694 reported as deferred outflows of resources related to pensions resulting from the Clerks' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2023	\$33,404
2024	26,168
2025	702
2026	49,685
Total	\$109,959

Actuarial assumptions. The total pension liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	June 30, 2022
Actuarial cost Method	Entry Age Normal Method
Actuarial Assumptions:	
Investment Rate of Return	6.55%, net of investment expense

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Notes to the Financial Statements (Continued)

Projected salary increases	1.5 years of service 6.2% 5 years or more 5.0%
Inflation rate	2.4%
Mortality rates	Pub - 2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 improvement scale
Expected remaining service lives	2014-2022 - 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 2022 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study performed over the period July 1, 2014 through June 30, 2019 unless otherwise specified. In cases where benefit structures were changes after the experience study period, assumptions were based on future experiences.

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 product 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 6.02%, for the year ended June 30, 2022.

The discounted rate used to measure the 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 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 Clerks' proportionate share of the net pension liability to changes in the discount rate.
The following presents the net pension liability of the participating employers calculated using the discount rate of 6.55%, as well as what the employers' net pension liability 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 as of June 30, 2022.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Notes to the Financial Statements (Continued)

	1% Decrease (5.55%)	Current Discount Rate (6.55%)	1% Increase (7.55%)
Clerks' proportionate share of the net pension liability	\$653,178	\$457,611	\$292,845

5. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description. The West Carroll Parish Clerk of Court (the Clerk) provides certain continuing health care and life insurance benefits for its retired employees. The West Carroll Parish Clerk of Court's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Clerk. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Clerk. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).

Benefits Provided - Medical, dental, vision, and life insurance benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement. Employees are covered by the Louisiana Clerks' of Court Retirement and Relief Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: Attainment of age 55 and 12 years of service; or, attainment of age 60 and 12 years of service for employees hired on and after January 1, 2011. Employees hired on and after January 1, 2011 are not able to retire or enter DROP until age 60 without actuarial reduction in benefits.

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

Employees covered by benefit terms - At June 30, 2023, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	2
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	2
Total employees	<u>4</u>

Total OPEB Liability

The Clerk's total OPEB liability of \$479,462 was measured as of June 30, 2023 and was determined by an actuarial valuation as of that date.

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

Actuarial Assumptions and other inputs - The total OPEB liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0%
Salary increases	3.0%, including inflation
Prior Discount rate	3.54%
Discount rate	3.65% annually
Healthcare cost trend rates	5.5% annually until year 2032, then 4.5%
Mortality	SOA RP-2014 Table

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2023, the end of the applicable measurement period.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2023.

Changes in the Total OPEB Liability

Balance at June 30, 2022	\$479,624
Changes for the year:	
Service cost	6,904
Interest	17,101
Differences between expected and actual	(1,524)
Changes of assumptions	(16,402)
Benefit payments and net transfers	(6,241)
Net Changes	(162)
Balance at June 30, 2023	<u>\$479,462</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 1-percentage-point lower (2.65%) or 1-percentage-point higher (4.65%) than the current discount rate:

	1.0% Decrease (2.65%)	Current Discount Rate (3.65%)	1.0% Increase (4.65%)
<u>Total OPEB liability</u>	<u>\$551,178</u>	<u>\$479,462</u>	<u>\$421,808</u>

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

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

calculated using a discount rate that is 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current discount rate:

	1.0% Decrease (4.5%)	Current Discount Rate (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$459,329	\$479,462	\$503,548

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

For the year ended June 30, 2023, the Clerk recognized OPEB expense of (\$36,371). At June 30, 2023, 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 expenditures	\$334	(\$1,526)
Changes of assumption	8,904	(8,201)
Total	<u>\$9,238</u>	<u>(\$9,727)</u>

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

Year ended June 30:	
2024	(\$4,726)
2025	4,237
2026	0
2027	0
2028	0
Thereafter	\$0

6. DUE TO CLERK

West Carroll Parish Clerk of Court has a Due to Clerk of \$12,266. Of this amount \$3,469 is due to the clerk for a compensated absence balance at the time she was elected. The remaining \$8,797 is due to the clerk for salary increases not yet paid. The Clerk of Court's compensation is set by LRS 13:782.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Notes to the Financial Statements (Continued)

7. DEFERRED COMPENSATION

All of the employees of the West Carroll Parish Clerk of Court are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 100% of their salary (not to exceed statutory amount set by the IRS) to the plan on a pre-tax basis. The contributions are withheld from the employees' paycheck and the Clerk matches up to \$100 per pay period of employee contributions. The contributions are fully vested immediately and are remitted to a third-party administrator each pay period, where they are deposited to an account in the employee's name. The West Carroll Parish 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 year ended June 30, 2023, the Clerk's office matched \$2,400 of employee contributions of deferred compensation contributions.

8. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of long-term obligation transactions for the year ended June 30, 2023:

	Compensated Absences
Long-term obligations at July 1, 2022	\$3,255
Additions	NONE
Deductions	NONE
Long-term obligations at June 30, 2023	<u>\$3,255</u>

9. LITIGATION AND CLAIMS

The West Carroll Parish Clerk of Court is not involved in any litigation at June 30, 2023, nor is she aware of any unasserted claims.

10. IMPLEMENTATION OF GASB 84

The West Carroll Parish Clerk of Court's office has implemented GASB 84 and has chosen to report the Advanced Deposit Fund as a fiduciary fund as it was previously reported in prior years.

WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

**11. EXPENDITURES OF THE CLERK OF COURT
PAID BY THE POLICE JURY**

The West Carroll Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the West Carroll Parish Police Jury.

REQUIRED SUPPLEMENTARY INFORMATION

PART II

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND

For the Year Ended June 30, 2023

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
License and permits-marriage	\$1,500	\$1,300	\$1,340	\$40
Intergovernmental:				
State Grants		22,000	23,838	1,838
Clerk's supplemental compensation	24,600	25,800	25,700	(100)
Fees, charges, and commissions for services:				
Court costs, fees, and charges	180,000	220,600	209,684	(10,916)
Fees for recording legal documents	155,000	138,000	140,077	2,077
Fees for certified copies of documents	38,700	37,400	35,701	(1,699)
Use of money and property - interest earnings	1,000	500	1,832	1,332
Miscellaneous	500	500	426	(74)
Total revenues	<u>401,300</u>	<u>446,100</u>	<u>438,598</u>	<u>(7,502)</u>
EXPENDITURES				
Current:				
General government - judicial				
Personal services and related benefits	283,554	320,254	317,701	2,553
Operating services	64,950	98,200	80,909	17,291
Materials and supplies	10,200	11,600	12,471	(871)
Travel and other charges	15,876	15,726	28,076	(12,350)
Total expenditures	<u>374,580</u>	<u>445,780</u>	<u>439,157</u>	<u>6,623</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	26,720	320	(559)	(879)
FUND BALANCE AT BEGINNING OF YEAR	<u>NONE</u>	<u>NONE</u>	<u>49,845</u>	<u>49,845</u>
FUND BALANCE AT END OF YEAR	<u>\$26,720</u>	<u>\$320</u>	<u>\$49,286</u>	<u>\$48,966</u>

See independent auditor's report and the related notes to the financial statements.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

NOTES TO BUDGETARY COMPARISON SCHEDULE
For the Year Ended June 30, 2023

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the West Carroll Parish Clerk's office during the month of June for comments from taxpayers. The budget is then legally adopted by the clerk and amended during the year, as necessary. The budget is established and controlled by the clerk at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts and all subsequent amendments.

West Carroll Parish Clerk of Court
Schedule of Changes in Net OPEB Liability and Related Ratios
FYE June 30, 2023

Total OPEB Liability	2018	2019	2020	2021	2022	2023
Service cost	\$5,029	\$5,160	\$16,996	\$8,689	\$8,797	\$6,904
Interest	18,558	19,036	19,191	12,273	12,344	17,101
Changes of benefits terms	NONE	NONE	NONE	NONE	NONE	NONE
Differences between expected and actual experience	(3,058)	1,170	(160,552)	(3,023)	(952)	(1,524)
Changes of assumptions	NONE	31,164	141,491	4,406	(101,738)	(16,402)
Benefit payments	<u>(5,714)</u>	<u>(6,028)</u>	<u>(5,937)</u>	<u>(6,264)</u>	<u>(5,916)</u>	<u>(6,241)</u>
Net change in total OPEB liability	14,815	50,502	11,189	16,081	(87,465)	(162)
Total OPEB liability - beginning	<u>474,502</u>	<u>489,317</u>	<u>539,819</u>	<u>551,008</u>	<u>567,089</u>	<u>479,624</u>
Total OPEB liability - ending	<u>\$489,317</u>	<u>\$539,819</u>	<u>\$551,008</u>	<u>\$567,089</u>	<u>\$479,624</u>	<u>\$479,462</u>
Covered employee payroll	\$189,464	\$195,148	\$182,026	\$187,487	\$171,581	\$176,728
Net OPEB liability as a percentage of covered-employee payroll	258.26%	276.62%	302.71%	302.47%	279.53%	271.30%
<i>Benefit Changes</i>	None	None	None	None	None	None
<i>Changes in Assumptions:</i>						
<i>Discount Rate:</i>	3.87%	3.50%	2.21%	2.21%	3.54%	3.65%
<i>Mortality:</i>	RP-2000	RP-2000	RP-2014	RP-2014	RP-2014	RP-2014
<i>Trend:</i>	5.50%	5.50%	Variable	Variable	Variable	Variable

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.
See independent auditor's report and the related notes to the financial statements.

West Carroll Parish Clerk of Court
Schedule of Employer's Share of Net Pension Liability
June 30, 2023

Fiscal Year *	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
2014	0.206006%	\$277,874	\$188,046	147.77%	79.37%
2015	0.208438%	\$312,664	\$188,575	165.80%	78.13%
2016	0.221911%	\$410,530	\$202,439	202.79%	74.17%
2017	0.228218%	\$345,279	\$205,829	167.75%	79.69%
2018	0.221156%	\$367,849	\$203,689	180.59%	79.08%
2019	0.213323%	\$387,393	\$207,422	186.77%	77.93%
2020	0.209459%	\$503,930	\$226,748	222.24%	72.09%
2021	0.181646%	\$241,632	\$183,486	131.69%	85.41%
2022	0.188802%	\$457,611	\$193,984	235.90%	74.09%

* Amounts presented were determined as of the measurement date (prior fiscal year end).

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

See independent auditor's report and the related notes to the financial statements.

**West Carroll Parish Clerk of Court
Schedule of Employer Contributions
June 30, 2023**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2014	\$34,789	\$34,789	\$0	\$188,046	18.50%
2015	\$35,829	\$35,829	\$0	\$188,575	19.00%
2016	\$38,463	\$38,463	\$0	\$202,439	19.00%
2017	\$39,108	\$39,108	\$0	\$205,829	19.00%
2018	\$38,701	\$38,701	\$0	\$203,689	19.00%
2019	\$39,410	\$39,410	\$0	\$207,422	19.00%
2020	\$43,219	\$43,219	\$0	\$226,748	19.06%
2021	\$38,532	\$38,532	\$0	\$183,486	21.00%
2022	\$43,161	\$43,161	\$0	\$193,984	22.25%

* Amounts presented were determined as of the end of the fiscal year.

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

See independent auditor's report and the related notes to the financial statements.

OTHER SUPPLEMENTARY INFORMATION

PART III

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended June 30, 2023

KAREN JONES, CLERK OF COURT

PURPOSE	AMOUNT
Salary	\$110,154
Expense Allowance	13,595
Supplemental Compensation	25,800
Election expense	1,800
Benefits-insurance	21,743
Benefits-retirement	33,275
Benefits-deferred compensation	1,200
Benefits-medicare	2,231
Travel - mileage	861
Registration fees	1,425
Membership dues-Clerk's Association	2,179

See independent auditor's report.

Schedule 6

WEST CARROLL PARISH CLERK OF COURT
Oak Grover, Louisiana
JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY
For the Year Ended June 30, 2023

CASH BASIS PRESENTATION	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Receipts From:		
West Carroll Parish Sheriff - Criminal Court Costs/Fees	\$6,329	\$7,868
West Carroll Parish Sheriff - Bond Fees	464	312
West Carroll Parish Police Jury - Criminal Court Costs/Fees	880	660
Subtotal Receipts	\$7,673	\$8,840
Total: Ending Balance of Amounts collected but not Received	NONE	NONE

See independent auditor's report.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY
For the Year Ended June 30, 2023

	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
CASH BASIS PRESENTATION		
Beginning Balance of Amounts Collected	\$397,490	\$416,956
Add: Collections		
Civil Fees	94,940	114,558
Interest Earned on Collected Balances	123	123
Subtotal Collections	95,063	114,681
Less: Disbursements To Governments & Nonprofits		
West Carroll Parish Sheriff, Civil Fees	8,337	10,061
Louisiana State Treasurer, Judicial Supplemental Compensation, Civil Fees	4,215	4,941
Judicial Expense, Civil Fees	2,085	2,655
Louisiana Supreme Court, Civil Fees	70	87
Secretary of State, Civil Fees	550	350
Court of Appeals, Civil Fees		328
Shelter for Battered Women, Civil Fees	180	330
West Carroll Parish Sheriff, Service/Collection Fees	672	NONE
Avoyelles Parish Sheriff, Service/Collection Fees	129	NONE
Bossier Parish Sheriff, Service/Collection Fees	215	NONE
Caddo Parish Sheriff, Service/Collection Fees	114	140
Caldwell Parish Sheriff, Service/Collection Fees	30	NONE
Claiborne Parish Sheriff, Service/Collection Fees	NONE	30
East Baton Rouge Sheriff, Service/Collection Fees	1,043	592
East Carroll Parish Sheriff, Service/Collection Fees	146	273
Franklin Parish Sheriff, Service/Collection Fees	90	NONE
Jefferson Parish Sheriff, Service/Collection Fees	60	NONE
Lafayette Parish Sheriff, Service/Collection Fees	68	NONE
Lincoln Parish Sheriff, Service/Collection Fees	37	NONE
Madison Parish Sheriff, Service/Collection Fees	30	30
Morehouse Parish Sheriff, Service/Collection Fees	340	286
Orleans Parish Sheriff, Service/Collection Fees	30	NONE
Ouachita Parish Sheriff, Service/Collection Fees	798	1,414
Richland Parish Sheriff, Service/Collection Fees	30	300
St. Tammany Parish Sheriff, Service/Collection Fees	43	NONE
Union Parish Sheriff, Service/Collection Fees	36	NONE
Vernon Parish Sheriff, Service/Collection Fees	NONE	42
Richland Parish Clerk of Court, Service/Collection Fees	30	NONE
Less: Amounts Retained by Collecting Agency		
West Carroll Parish Clerk of Court, Civil Fees	47,366	65,417
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil Fee Refunds	7,853	8,341
Other Disbursements to Individuals	1,000	1,595
Subtotal Disbursements/Retainage	\$75,597	\$97,212
Total: Ending Balance of Amounts collected but not Disbursed/Retained	\$416,956	\$434,425
See independent auditor's report.		

**REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS
PART IV**

**Independent Auditor's Report Required
by *Government Auditing Standards***

The following independent auditor's report on compliance and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**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***

**WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana**

I 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 and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities, the major fund and the fiduciary funds of the West Carroll Parish Clerk of Court, a component unit of the West Carroll Parish Police Jury, as of and for the year ended June 30, 2023 and the related notes to the financial statements, which collectively comprise the West Carroll Parish Clerk of Court's basic financial statements, and have issued my report thereon dated December 22, 2023.

Report on Internal Control Over Financial Reporting

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

A deficiency in internal control exist 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 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.

My 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 my audit I did identify a certain deficiency in internal control, described in the accompanying schedule of audit findings as item 2023-001, that I consider to be a material weakness.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
Independent Auditor's Report on Compliance
And Internal Control Over Financial Reporting, etc.
June 30, 2023

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether West Carroll Parish Clerk of Court's financial statements are free from material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

West Carroll Parish Clerk of Court's Response to Finding

West Carroll Parish Clerk of Court's response to the finding identified in my audit is described in the accompanying schedule of audit results. West Carroll Parish Clerk of Court's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the West Carroll 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 West Carroll Parish Clerk of Court's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana
December 22, 2023

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Schedule of Audit Findings
For the Year Ended June 30, 2023

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of the West Carroll Parish Clerk of Court.
2. No instances of noncompliance material to the financial statements of the West Carroll Parish Clerk of Court were disclosed during the audit.
3. One material weakness relating to the audit of the financial statements is reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

2023-001 Inadequate Segregation of Duties

Condition: The segregation of duties is inadequate to provide effective internal control.

Criteria: Adequate segregation of duties is essential to proper internal control.

Cause of Condition: The condition is due to economic limitations.

Effect of Condition: Not determined.

Recommendation: No action is recommended.

Response: Management has segregated duties as much as the size of the office will allow.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2023

2022-001 Inadequate Segregation of Duties

Condition: The segregation of duties is inadequate to provide effective internal control.

Status: This finding has not been resolved and is repeated for the current year.



Karen H. Jones

P. O. BOX 1078
OAK GROVE, LA 71263-1078

WEST CARROLL PARISH CLERK OF COURT
FIFTH JUDICIAL DISTRICT

PHONE: 318-428-3281
318-428-2369
FAX: 318-428-9896

December 22, 2023

TO: Louisiana Legislative Auditors

FROM: Karen H. Jones

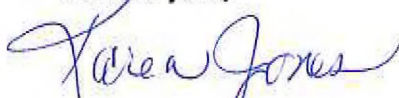
West Carroll Parish Clerk of Court

RE: Findings-Financial Statement – Year ended 2023

In response to 2023-001 Inadequate Segregation of Duties

**As Clerk of Court, I am ultimately responsible for the finances of the Office.
We have segregated the duties as much as the size of our office will allow.
My determination to provide effective internal control has been verified in
That we have adequately maintained accuracy of all finances.**

Thank you,


Karen Jones

Independent Accountant's Report
on Applying Agreed-Upon Procedures

West Carroll Parish Clerk of Court
PO Box 1078
Oak Grove, LA 71263

To the West Carroll Parish Clerk of Court

I 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, 2022 through June 30, 2023. Management of West Carroll Parish Clerk of Court is responsible for those C/C areas identified in the SAUPs.

West Carroll 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 SAUP's for the fiscal period July 1, 2022 through June 30, 2023. 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:

AGREED-UPON PROCEDURES

1) WRITTEN POLICIES AND PROCEDURES

- A. 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:
 - i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - ii. **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.

- iii. **Disbursements**, including processing, reviewing, and approving,
- iv. **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)
- v. **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement** , including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)** , including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statement, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **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 documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **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.
- xii. **Prevention of Sexual Harassment** , including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Written policies and procedures were obtained and address the function noted above.

2) BOARD OR FINANCE COMMITTEE

There is no board or committee, so this section is not applicable.

- 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:
 - i. 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.
 - ii. 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 all proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.
 - iii. 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.
 - iv. Observe whether the board/finance committee received written updates of the process of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

The prior year audit report contained one audit finding, which was repeated in current audit.

3) BANK RECONCILIATIONS

- A. 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:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - ii. Bank reconciliations include evidence that a member of management or a 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,
 - iii. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

The agency provided me with a certified list of all bank accounts. March, 2023 was randomly selected to be tested. For the 5 bank accounts selected for testing it was determined that 3 of the bank reconciliations were performed by an outside consultant and reviewed by the Clerk. The other accounts were reconciled by the Clerk and no evidence that they were reviewed by anyone else. There was evidence that the reconciliations are performed within 60 days of the bank statement date. 1 of the 5 accounts selected to test had outstanding reconciling items over 12 months.

4) COLLECTIONS

- A. 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).

The agency provided me with a certified list of deposit sites and I verified that it was complete.

- B. 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, then 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:

- i. Employees responsible for cash collections do not share cash drawers/registers.
- ii. 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.
- iii. Each employee responsible for collecting cash is not also 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.
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

The agency has 1 collection location. The Clerk's office has no employee dishonesty coverage that covers employee theft for the clerk's office employees. The agency accepts cash and has one cash drawer for the deputies. The civil deputies receive the payments and the designated deputy balances the cash drawer. The designated deputy makes the deposits and then gives the deposit receipt to the outside consultant to post to the Quickbooks accounting software. Deposits are taken to the bank on the day that monies are received. At the end of the month an outside consultant reconciles the bank statement for the general fund, advanced deposit fund and non support fund, and it is reviewed by the clerk. The Clerk reconciles all other accounts.

- C) 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 in force during the fiscal period.

The West Carroll Parish Clerk of Court's office has no policy with employee dishonesty coverage for the clerk's office employees that handle cash and cash equivalents.

- D) Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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,⁶ daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
- iv. Observe that 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).
- v. Trace the actual deposit per the bank statement to the general ledger.

The Clerk's office does not use pre-numbered receipts for collections for the clerk's office. If a receipt is requested, it is printed from the computer. Deposit documentation was traced to the supporting documentation for the deposits. The deposit slips selected were traced to the bank statement. The deposits were traced to the posting in the quickbooks accounting software. Deposits are made daily.

5) NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)

- A. 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).

The agency provided a complete list of locations that process payments and represented that the list was complete.

B. For each location selected under #5A 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, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
- ii. At least two employees are involved in processing and approving payments to vendors.
- iii. 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.
- iv. 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; and
- v. Only employee/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

The West Carroll Parish Clerk of Court does not use purchase orders or requisitions. The employees initiate purchases and the Clerk approves and then makes the purchases. Of the disbursements selected to be tested, all were processed with all of the required support. The outside consultant adds all new vendors to the Quickbooks accounting software with the approval of the Clerk. The Clerk prepares and initiate the checks, enters all invoices into the Quickbooks accounting system, prints and signs the checks. The outside consultant prepares the financial reports and the clerk approves all invoices.

C. For each location selected under #5A 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:

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
- ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B above, as applicable.

The Clerk initiates the checks and an outside consultant posts the disbursements to the quickbooks accounting software. The Clerk signs the checks. An outside consultant reconciles 3 of the bank statements and the Clerks reconciles all other accounts. No one reviews the reconciliations the Clerk prepares and the Clerk reviews the reconciliations

prepared by the outside consultant. The outside consultant prepares financial reports and the Clerk reviews all invoices.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

All electronic disbursements are payroll related

6) CREDIT CARDS/DEBIT CARDS/FUEL CARDS/PURCHASE CARDS (CARDS)

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.

The agency provided me with a certified statement for all credit cards, fuel cards, etc. - only 1 credit card noted.

- B. 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

- i. Observe that 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and .
- ii. Observe that finance charges and late fees were not assessed on the selected statements.

The Clerk has 1 credit card. The Clerk is ultimately responsible for all purchases. The Clerk reviews all bank statements, then the Clerk initiates the checks and the Clerk signs the checks. An outside consultant reconciles 2 of the bank statements and the Clerk reconciles all other accounts. No one reviews the reconciliations the Clerk prepares and the Clerk reviews the reconciliations prepared by the outside consultant. The Clerk is the authorized card holder.

There were no finance charges or late fees noted on the statements selected for testing.

The Clerk's office does not have any fuel cards.

- C. Using the monthly statements or combined statements selected under procedure #7B 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 inspection). For each transaction, observe that 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 observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

The 1 credit card was selected to test and March, 2023 was selected as the test month. 10 transactions were selected to test on the credit card. The credit card charges tested were for business purposes. There was proper documentation for the credit card purchases. There were no charges on the credit card that meet the requirements for using the bid law.

7) TRAVEL AND EXPENSE REIMBURSEMENT

- A. 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 and 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:

The agency provided me with a certified list of travel or related expense reimbursements during the testing period and represented that the list was complete. I randomly selected the only 3 reimbursements to be tested.

- i. 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).
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- iii. Observe that 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 policies and procedures #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

The agency has written policies or procedures for travel. The reimbursements were tested against the policy - no exceptions noted. It was noted the expenditures were for business purposes. All reimbursements were supported by proper documentation. The Clerk reviews and approves all travel reimbursements. Agency uses per diem for meal reimbursements and charges tested were in compliance with agency policies and procedures.

8) CONTRACTS

- A. 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:

The agency provided a certified list of contracts in effect during the test period.

- i. 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.
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
- iii. 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, the documented approval);
- iv. 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.

The agency provided a certified statement for all contracts in effect during the test period. None of the contracts tested required compliance with the public bid law. The agency did solicit quotes to get the best deal for the Clerk's office. The contract selected was not amended. The contract payments that were tested were in compliance with the contract terms and conditions. All contracts are approved by the Clerk.

9) PAYROLL AND PERSONNEL

- A. 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.

The agency provided a certified list of all employees with their authorized salaries. I randomly selected 5 employees and agreed them to authorized salaries. No exceptions were noted.

B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
- iv. Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Of the 5 employees selected, all employees that are eligible to earn leave time documented their leave time taken. The employees track time on a computer program which is monitored by the Clerk. Time was properly approved by the Clerk. The agency tracks leave time earned and used. The employees are not allowed to accumulate leave time and carry forward, and are not compensated upon termination. The 5 employees of the Clerk that were chosen to be tested were paid in accordance with the terms and conditions of their employment. All changes to the salaries of the 5 employees chosen were approved by the Clerk in writing.

C. 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 and 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's or officials' cumulative leave records, agree the pay rates to the employee's or officials' authorized pay rates in the employee's or officials' personnel files, and agree the termination payment to entity policy.

The agency provided a certified list noting the number of employees that were terminated during the test period. No employees were terminated.

D. 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.

During testing of the agency it was determined that the West Carroll Parish Clerk of Court is submitting payroll tax, retirement contributions, and required forms by the required deadlines.

10) ETHICS (EXCLUDING NONPROFITS)

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management and:
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and.
 - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethic policy during the fiscal period, as applicable.

The agency provided support for ethics training for the 5 employees. There were no changes to the ethics policy during the fiscal period.

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

The agency provided documentation that an ethics designee has been appointed.

11) DEBT SERVICE

- A. 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 as required by Article VII, Section 8 of the Louisiana Constitution.

The West Carroll Parish Clerk of Court had no bonds/notes or other debt instruments issued during the fiscal period that required bond commission approval.

- B. 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).

The West Carroll Parish Clerk of Court had no outstanding debt at the end of the fiscal period.

12) FRAUD NOTICE

- A. 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 as required by R.S. 24:523.

The West Carroll Parish Clerk of Court has no known misappropriation of funds during the test period.

- B. Observe that 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.

I observed the fraud hotline notice posted on the premises.

13) INFORMATION TECHNOLOGY DISASTER RECOVERY/BUSINESS CONTINUITY

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

- i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.
- ii. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- iii. 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.

I performed the procedure and discussed the results with management. It appears agency is in compliance with attributes above.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

The agency provided a certified list noting the number of employees that were terminated during the test period. No employees were terminated during the test period.

14) PREVENTION OF SEXUAL HARASSMENT

- A. Using the 5 randomly selected employees/officials from procedure #9A under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

The agency provided support for sexual harassment training for the 5 employees randomly selected to be tested.

- B. Observe that 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).

I observed the sexual harassment policy posted on the premises.

- C. 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;

- i. Number and percentage of public servants in the agency who have completed the training requirements;
- ii. Number of sexual harassment complaints received by the agency;
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

- V. Amount of time it took to resolve each complaint.

For the current fiscal period the Clerk prepared an annual report in February, 2023 for fiscal period 2022. The agency did not have any complaints noted during the test period.

I was engaged by West Carroll Parish Clerk of Court to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. I was 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, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of West Carroll Parish Clerk of Court and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my 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.



Mary Jo Finley, CPA
December 22, 2023



Karen H. Jones

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OAK GROVE, LA 71263-1078

WEST CARROLL PARISH CLERK OF COURT
FIFTH JUDICIAL DISTRICT

PHONE: 318-428-3281
318-428-2369
FAX: 318-428-9896

December 22, 2023

TO: Louisiana Legislative Auditors

FROM: Karen Jones
West Carroll Parish Clerk of Court

RE: Recap of AUP Exceptions

As Clerk of Court, in response to 3.C outstanding checks, I am researching this matter to solve any issue.

Referring to 4.C I am also researching if it is cost effective to get employee theft insurance for our office. .

In reference to 9.13 due to size of our office I am unable to segregate responsibilities.

Thank you,


Karen Jones