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**ST. JOHN THE BAPTIST PARISH CLERK OF COURT**

**Financial Report**

**Year Ended June 30, 2006**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 3-7-07

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## INDEPENDENT AUDITOR'S REPORT

WEB SITE:  
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\* A Professional Accounting Corporation

The Honorable Eliana DeFrancesch  
St. John the Baptist Parish Clerk of Court  
Edgard, Louisiana

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the St. John the Baptist Parish Clerk of Court (Clerk of Court), a component unit of the St. John the Baptist Parish Government, as of and for the year ended June 30, 2006, which collectively comprise the Clerk of Court's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Clerk of Court. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

Due to the inadequacy of accounting records for the years beginning prior to July 1, 2004, we were unable to form an opinion regarding the amount at which furniture, fixtures, and equipment is recorded in the accompanying balance sheet as of June 30, 2006 (stated at \$349,051). Additionally, the Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Fund with the related cash deposits at June 30, 2006. The unreconciled deposits represent 2.3 percent of the fiduciary fund type's assets and liabilities at June 30, 2006. Because the Clerk of Court has not reconciled these deposits, it was not practical for us to determine the amount of fees, if any, due to the Advance Deposit Agency Fund from litigants or the amount due to the General Fund from the Advance Deposit Agency Fund for fees earned resulting from suit activity at June 30, 2006. The effects of not reconciling these deposits on the financial statements cannot be reasonably determined.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to perform the necessary audit procedures on the beginning balance of furniture, fixtures, and equipment, or had we been able to satisfy ourselves as to the beginning balance of furniture, fixtures, and equipment by other auditing procedures and had the Clerk of Court reconciled the deposits accounted for in the Advance Deposit Agency Fund, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the St. John the Baptist Parish Clerk of Court, as of June 30, 2006, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated November 22, 2006 on our consideration of the Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards, and should be considered in assessing the results of our audit.

The required supplementary information on page 28 and 29 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The Clerk of Court has not presented management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clerk of Court's basic financial statements. The accompanying financial information listed as "Other Supplementary Information" in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

***Kolder, Champagne, Slaven & Company, LLC***  
Certified Public Accountants

Morgan City, Louisiana  
November 22, 2006

**BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)**

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Statement of Net Assets  
June 30, 2006

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current assets:	
Cash and interest-bearing deposits	\$ 530,088
Receivables, net	18,921
Due from other governments	25,766
Prepaid insurance	<u>10,179</u>
Total current assets	584,954
Noncurrent assets:	
Capital assets, net	<u>132,942</u>
Total assets	<u>717,896</u>
<b>LIABILITIES</b>	
Accounts, salaries, and other payables	23,443
Long term liabilities	
Due in more than one year	<u>12,848</u>
Total liabilities	<u>36,291</u>
<b>NET ASSETS</b>	
Invested in capital assets	132,942
Unrestricted	<u>548,663</u>
Total net assets	<u>\$ 681,605</u>

*The accompanying notes are an integral part of the financial statements.*

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Statement of Activities  
Year Ended June 30, 2006

Activities	Expenses	Program Revenues Charges for Services	Net (Expense) Revenues and Changes in Net Assets Governmental Activities
Governmental activities:			
General government	\$ 1,539,574	\$ 1,454,473	\$ (85,101)
General revenues:			
Interest and investment earnings			29,494
Change in net assets			(55,607)
Net assets - July 1, 2005, as restated			737,212
Net assets - June 30, 2006			\$ 681,605

*The accompanying notes are an integral part of the financial statements.*

**FUND FINANCIAL STATEMENTS (FFS)**

## **MAJOR FUNDS' DESCRIPTIONS**

### **GENERAL FUND**

To account for resources traditionally associated with governments which are not required to be accounted for in another fund.

### **SPECIAL REVNUE FUND**

#### **East Bank Expense Fund**

To account for the additional costs assessed in all criminal matters of which the Fortieth Judicial District Court has jurisdiction to be expended for the support of the Clerk's branch office on the east bank of the Mississippi River.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Balance Sheet  
Governmental Funds  
June 30, 2006

	General	East Bank Expense	Total Governmental Funds
<b>ASSETS</b>			
Cash and Interest-bearing deposits	\$ 481,746	\$ 48,342	\$ 530,088
Receivables:			
Accounts receivable	18,921	-	18,921
Other	19,581	6,185	25,766
Due from other funds	15,044	-	15,044
Prepaid insurance	10,179	-	10,179
Total assets	<u>\$ 545,471</u>	<u>\$ 54,527</u>	<u>\$ 599,998</u>
<b>LIABILITIES AND FUND BALANCE</b>			
Liabilities:			
Accounts payable	\$ 19,823	\$ -	\$ 19,823
Accrued payroll liabilities	2,413	-	2,413
Due to other funds	-	15,044	15,044
Other	1,207	-	1,207
Total liabilities	<u>23,443</u>	<u>15,044</u>	<u>38,487</u>
Fund balance:			
Unreserved, reported in			
General Fund	522,028	-	522,028
Special Revenue Fund	-	39,483	39,483
Total fund balance	<u>522,028</u>	<u>39,483</u>	<u>561,511</u>
Total liabilities and fund balance	<u>\$ 545,471</u>	<u>\$ 54,527</u>	<u>\$ 599,998</u>

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Reconciliation of the Governmental Funds Balance Sheet  
to the Statement of Net Assets  
June 30, 2006

Total fund balance for the governmental fund at June 30, 2006		\$ 561,511
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of		
Furniture, fixtures, and equipment	\$ 349,051	
Less: Accumulated depreciation	<u>(216,109)</u>	132,942
Compensated absences are not expected to be liquidated with expendable available financial resources and, therefore, are not reported in the funds.		
		<u>(12,848)</u>
Total net assets of governmental activities at June 30, 2006		<u>\$ 681,605</u>

*The accompanying notes are an integral part of the financial statements.*

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
Year Ended June 30, 2006

	<u>General</u>	<u>East Bank Expense</u>	<u>Total Governmental Funds</u>
<b>Revenues:</b>			
Licenses and permits	\$ 9,552	\$ -	\$ 9,552
Fees, charges and commissions -			
Court costs, fees and charges	232,923	91,797	324,720
Fees for recording legal documents	930,008	-	930,008
Fees for certified copies	59,777	-	59,777
Intergovernmental	130,416	-	130,416
Interest earnings	29,231	263	29,494
Total revenues	<u>1,391,907</u>	<u>92,060</u>	<u>1,483,967</u>
<b>Expenditures:</b>			
Current -			
General government:			
Personnel services and related benefits	1,161,084	55,854	1,216,938
Operating services	192,171	1,074	193,245
Material and supplies	78,421	5,271	83,692
Capital outlay	48,772	1,328	50,100
Total expenditures	<u>1,480,448</u>	<u>63,527</u>	<u>1,543,975</u>
Excess (Deficiency) of revenues over expendit	(88,541)	28,533	(60,008)
Fund balance, beginning as restated	<u>610,569</u>	<u>10,950</u>	<u>621,519</u>
Fund balance, ending	<u>\$ 522,028</u>	<u>\$ 39,483</u>	<u>\$ 561,511</u>

*The accompanying notes are an integral part of the financial statements.*

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
Year Ended June 30, 2006

Total net change in fund balances for the year ended June 30, 2006 per Statement of Revenues, Expenditures and Changes in Fund Balances			( <b>\$60,008</b> )
Add: Capital outlay costs which are considered as expenditures on Statement of Revenues, Expenditures, and Changes in Fund Balances	\$ 50,100		
Less: Depreciation expense for year ended June 30, 2006	<u>(39,563)</u>	10,537	
Compensated absences are not expected to be liquidated with expendable available financial resources and , therefore, are not reported in the funds.			
Less: Current year	(12,848)		
Add: Prior year	<u>6,712</u>	<u>(6,136)</u>	
Total change in net assets for the year ended June 30, 2006 per Statement of Activities			<u>\$ (55,607)</u>

*The accompanying notes are an integral part of the financial statements.*

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Statement of Fiduciary Net Assets  
June 30, 2006

	<u>Agency Funds</u>
<b>ASSETS</b>	
Cash and interest-bearing deposits	<u>\$ 2,002,090</u>
<b>LIABILITIES</b>	
Due to litigants and others	<u>\$ 2,002,090</u>

*The accompanying notes are an integral part of the financial statements.*

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements

(1) Summary of Significant Accounting Policies

The accompanying financial statements of the St. John the Baptist Parish Clerk of Court (Clerk of Court) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note. The accompanying financial statements have been prepared in conformity with GASB Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments, issued in June, 1999.

Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:513 and to the industry audit guide, Audits of State and Local Governments.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, a 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. A Clerk of Court is elected for a term of four years.

These financial statements only include funds and activities that are controlled by the Clerk of Court as an independently elected parish official. The Clerk of Court is a component unit of the St. John the Baptist Parish Government. The Clerk of Court is fiscally dependent on the St. John the Baptist Parish Government since the Clerk of Court's offices are located in the Parish Courthouse, the upkeep and maintenance of the courthouse is paid by the Parish Government and certain operating expenditures of the Clerk of Court's office are paid by the Parish Government.

As an independently elected official, the Clerk of Court is solely responsible for the operations of her office, which includes the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Certain units of local government over which the Clerk of Court exercises no oversight responsibility, such as the parish school board, other independently elected officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from that of the Clerk of Court.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net assets and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity, which are considered to be governmental activities. Fiduciary funds are not included in the GWFS. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

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

Fund Financial Statements (FFS)

The accounts of the Clerk of Court are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The various funds of the Clerk of Court are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major governmental funds. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least 5 percent of the corresponding total for all governmental funds combined.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

The major funds of the Clerk of Court are described below:

Governmental Funds -

General 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 of Court's office. The various fees and charges due to the Clerk of Court's office are accounted for in this fund. General operating expenditures are paid from this fund.

East Bank Expense Special Revenue Fund

As provided by Louisiana Revised Statute 13:851, an additional cost is assessed in all criminal cases of which the Fortieth Judicial District Court has jurisdiction. This additional cost provides support for the Clerk's branch office located on the east bank of the Mississippi River. The collection of the additional cost and related expenses of the east bank office are accounted for in this fund.

Additionally, the Clerk of Court reports the following fund type:

Fiduciary Funds -

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of other funds within the Clerk of Court. The funds accounted for in this category by the Clerk of Court are the agency funds. The agency funds are as follows:

Advance Deposit Fund – accounts for advance deposits on suits filed by litigants.

Registry of the Court Fund – accounts for funds which have been ordered by the court to be held until judgment has been rendered in court litigation.

C. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

Measurement Focus

On the government-wide statement of net assets and the statement of activities, governmental activities are presented using the economic resources measurement focus as defined in item b. below. In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. The governmental fund utilizes a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available expendable financial resources during a given period. This fund uses fund balance as its measure of available expendable financial resources at the end of the period.
- b. The government-wide financial statement utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net assets.

Basis of Accounting

In the government-wide statement of net assets and statement of activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

D. Assets, Liabilities and Equity

Cash and interest-bearing deposits

For purposes of the statement of net assets, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Clerk of Court.

Capital Assets

Capital assets, which include furniture, fixtures, and equipment, are reported in the governmental activities column in the government-wide financial statements. 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 of Court maintains a threshold level of \$500 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Furniture, fixtures and equipment	5-10 years
-----------------------------------	------------

Compensated Absences

Employees of the Clerk of Court's office earn 5 to 20 days of vacation leave each year depending on length of service. In addition, employees earn 12 days of sick leave each year. Employees may carry over 5 days of vacation leave based on their anniversary date. Sick leave may accumulate indefinitely up to two hundred forty (240) hours. Upon resignation or retirement, employees may, at the discretion of the Clerk of Court, be paid for unused vacation at the employee's current rate of pay.

In prior years, compensated absences have typically been liquidated by the Clerk of Court's General Fund.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

Equity Classifications

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

- a. Invested in capital assets, net of related debt – 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 borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net assets – consists of net assets 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 assets – all other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

E. Expenditures, and Expenses

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function. In the fund financial statements, expenditures are classified as follows:

Governmental Funds – by character and function

F. Budgetary and Budgetary Accounting

The Clerk of Court follows these procedures in establishing the budgetary data reflected in the financial statements:

1. A proposed budget is prepared and submitted to the Clerk of Court for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Clerk of Court. Such amendments were not material in relation to the original appropriations.

G. Bad Debts

Uncollectible amounts due for receivables are recognized as bad debts by direct write-off at the time information becomes available which would indicate the uncollectibility of the particular receivable. Although the specific charge-off method is not in conformity with generally accepted accounting principles (GAAP), no allowance for uncollectible accounts receivable was made due to immateriality at June 30, 2006.

H. Restatement of Fund Balances

Beginning fund balances of the individual funds as presented in the fund financial statements were restated as follows:

	East Bank Expense Fund
Beginning fund balances, as previously reported	\$ 558
Unrecorded receivables	<u>10,392</u>
Beginning fund balances, as restated	<u>\$ 10,950</u>

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

I. Restatement of Net Assets

Beginning net assets, previously reported as \$726,820, have been restated to reflect the improper application and/or accrual of the following:

	Increase/ (Decrease)
Unrecorded receivables	\$ 10,392

(2) Cash and Interest-Bearing Deposits

Under state law, the Clerk of Court may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The Clerk of Court may invest in United States bonds, treasury notes, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2006, the Clerk of Court has cash and cash equivalents (book balances) totaling \$2,532,178 as follows:

	Governmental Activities	Fiduciary Funds	Total
Cash and interest-bearing deposits	\$ 530,088	\$ 2,002,090	\$ 2,532,178

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Clerk of Court's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party. Under state law, deposits, (or the resulting bank balances) must be secured by federal deposit insurance or similar federal security or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the Sheriff or the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at June 30, 2006, are secured as follows:

Bank balances	\$ 2,647,566
Federal insurance	\$ 380,599
Pledged securities	2,266,967
Total federal insurance and pledged securities	\$ 2,647,566

**ST. JOHN THE BAPTIST PARISH CLERK OF COURT**  
Edgard, Louisiana

Notes to Financial Statements (Continued)

As of June 30, 2006, the Clerk of Court's total bank balances were fully insured and collateralized with securities held in the name of the Clerk of Court by the pledging financial institution's agent and therefore not exposed to custodial credit risk.

(3) Capital Assets

Capital asset balances and activity for the year ended June 30, 2006 is as follows:

	<u>Balance</u> 07/01/05	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> 6/30/2006
Furniture, fixtures and equipment	\$ 298,951	\$ 50,100	\$ -	\$ 349,051
Less: Accumulated depreciation	<u>176,546</u>	<u>39,563</u>	<u>-</u>	<u>216,109</u>
Net capital assets	<u>\$ 122,405</u>	<u>\$ 10,537</u>	<u>\$ -</u>	<u>\$ 132,942</u>

Depreciation expense of \$39,563 was charged to the general government function.

(4) Interfund Balances

Interfund balances at June 30, 2006, consist of the following:

	<u>Due From</u> <u>General</u> <u>Fund</u>
Due to:	
East Bank Expense Fund	<u>\$ 15,044</u>

These balances resulted from the time lag between the dates that (a) interfund goods and services are provided or reimbursable expenditures occur; (b) transactions are recorded in the accounting system; and (c) payments between funds are made.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

(5) Due From Other Governmental Agencies

Amounts due from other governmental agencies consist of the following at June 30, 2006:

Government-wide and fund financial statements:

St. John the Baptist Parish Sheriff's Department - criminal fees	\$ 12,435
State of Louisiana - child support fund	10,923
District Attorney	1,290
Judges	255
Department of Public Safety	863
	\$ 25,766

(4) Accounts and Other Payables

The accounts and other payables consisted of the following at June 30, 2006:

	Governmental Activities
Accounts	\$ 19,823
Accrued Payroll Liabilities	2,413
Other	1,207
	\$ 23,443

(5) Changes in Long-term liabilities

The following is a summary of long-term liability transactions of the Clerk of Court for the year ending June 30, 2006:

	07/01/05	Additions	Reductions	6/30/2006
Compensated absences	\$ 6,712	\$ 12,848	\$ 6,712	\$ 12,848

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

(6) Pension Plan

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

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by state statute.

The Clerk of Court Retirement and Relief Fund issues an annual publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Clerk of Court Retirement and Relief Fund, 11745 Bricksome Ave., Suite B-1, Baton Rouge, Louisiana 70816.

Funding Policy. - Plan members are required by state statute to contribute 8.25% of their annual covered salary and the St. John the Baptist Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 15.75% of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. John the Baptist Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. John the Baptist Clerk of Court pays one hundred percent (100%) of pension contributions. The St. John the Baptist Parish Clerk of Court's contributions to the System for the years ending June 30, 2006, 2005, and 2004 were \$171,004, \$157,249, and \$139,043 respectively, equal to the required contributions for each year.

(7) Post-Retirement Health Care and Life Insurance Benefits

The Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Clerk's employees become eligible for these benefits if they reach normal retirement age while working for the Clerk of Court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employees and the Clerk of Court. The Clerk of Court recognizes the cost of providing these benefits (the Clerk's portion of premiums) as an expenditure when the monthly premiums are due.

The cost benefits for 6 retirees for the year ended June 30, 2006 was \$21,549.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

(8) Changes in Agency Fund Balances

A summary of changes in agency fund unsettled deposits follows:

	Year Ended June 30, 2006			Unsettled Deposits at End of Year
	Unsettled Deposits at Beginning of Year	Additions	Reductions	
Agency funds:				
Advance Deposit	\$ 1,417,873	\$ 671,360	\$ 581,527	\$ 1,507,706
Registry of Court	464,389	615,563	585,568	494,384
Totals	<u>\$ 1,882,262</u>	<u>\$ 1,286,923</u>	<u>\$ 1,167,095</u>	<u>\$ 2,002,090</u>

(9) Deferred Compensation Plan

The Clerk of Court offers its employees participation in the Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

The Clerk of Court's contributions to the Plan for the year ending June 30, 2006 was \$23,946.

(10) Risk Management

The Clerk of Court is exposed to risks of loss in the areas of auto liability, professional liability and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Notes to Financial Statements (Continued)

(11) Excess Fund Balance

LSA-RS 13:785 requires that every four years (at the close of the term of office), the Clerk of Court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the Clerk's last year of her term of office. The potential liability to the parish is limited to amounts received by the Clerk from the parish for necessary office furniture, equipment, and record books. At June 30, 2006 there was no amount due the parish treasurer because fund balance did not exceed one-half of recorded revenues.

(12) Expenditures of the Clerk of Court Paid by the St. John the Baptist Parish Government

The Clerk of Court's office is located in the St. John the Baptist Parish Courthouse. The upkeep and maintenance of the courthouse are paid by the St. John the Baptist Parish Council. In addition, the Parish Council also pays some of the Clerk's operating expenditures. These expenditures are not reflected in the accompanying financial statements.

**REQUIRED  
SUPPLEMENTARY INFORMATION**

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Budgetary Comparison Schedule  
General Fund  
Year Ended June 30, 2006

	Budget		Actual	Variance with Final Budget
	Original	Final		Positive (Negative)
<b>Revenues:</b>				
Licenses and permits	\$ 5,000	\$ 9,200	\$ 9,552	\$ 352
Fees, charges and commissions -				
Court costs, fees and charges	190,000	283,000	232,923	(50,077)
Fees for recording legal documents	981,000	930,500	930,008	(492)
Fees for certified copies	62,000	56,900	59,777	2,877
Intergovernmental	7,000	83,300	130,416	47,116
Interest earnings	1,000	23,100	29,231	6,131
Total revenues	<u>1,246,000</u>	<u>1,386,000</u>	<u>1,391,907</u>	<u>5,907</u>
<b>Expenditures:</b>				
<b>Current -</b>				
<b>General government:</b>				
Personnel services and related benefits	1,303,112	1,109,350	1,161,084	(51,734)
Operating services	217,738	161,075	192,171	(31,096)
Material and supplies	92,400	111,375	78,421	32,954
Debt service	50,000	-	-	-
Capital outlay	54,000	43,200	48,772	(5,572)
Total expenditures	<u>1,717,250</u>	<u>1,425,000</u>	<u>1,480,448</u>	<u>(55,448)</u>
Excess (deficiency) of revenues over expenditures	(471,250)	(39,000)	(88,541)	(49,541)
Fund balance, beginning	<u>384,527</u>	<u>384,527</u>	<u>610,569</u>	<u>(226,042)</u>
Fund balance, ending	<u>\$ (86,723)</u>	<u>\$ 345,527</u>	<u>\$ 522,028</u>	<u>\$ (275,583)</u>

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Note to Budgetary Comparison Schedule

(1) Basis of Accounting

The budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Clerk. Such amendments were not material in relation to the original appropriations.

**OTHER SUPPLEMENTARY INFORMATION**

**OTHER FINANCIAL INFORMATION**

## **GOVERNMENTAL FUNDS**

### **General Fund**

To account for resources traditionally associated with governments which are not required to be accounted for in another fund.

### **SPECIAL REVNUE FUND**

#### **East Bank Expense Fund**

To account for the additional costs assessed in all criminal matters of which the Fortieth Judicial District Court has jurisdiction to be expended for the support of the Clerk's branch office on the east bank of the Mississippi River.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

General Fund  
Schedule of Revenues Compared to Budget  
Year Ended June 30, 2006

	Budget		Actual	Variance - Positive (Negative)
	Original	Final		
<b>Licenses and permits:</b>				
Marriage licenses	\$ 5,000	\$ 9,200	\$ 9,552	\$ 352
Total licenses and permits	<u>5,000</u>	<u>9,200</u>	<u>9,552</u>	<u>352</u>
<b>Fees, charges and commissions:</b>				
<b>Court costs, fees and charges -</b>				
Criminal costs	120,000	160,300	168,210	7,910
UCC Fees	15,000	22,450	24,589	2,139
Other	<u>55,000</u>	<u>100,250</u>	<u>40,124</u>	<u>(60,126)</u>
Total court costs, fees and charges	<u>190,000</u>	<u>283,000</u>	<u>232,923</u>	<u>(50,077)</u>
<b>Fees for recording legal documents -</b>				
Recordings	550,000	566,800	572,316	5,516
Advance deposit fees	400,000	338,300	332,467	(5,833)
Cancellations	20,000	18,500	18,342	(158)
Mortgage certificates	<u>11,000</u>	<u>6,900</u>	<u>6,883</u>	<u>(17)</u>
Total fees for recording legal documents	<u>981,000</u>	<u>930,500</u>	<u>930,008</u>	<u>(492)</u>
<b>Fees for copies -</b>				
Xerox copies	40,000	31,000	32,990	1,990
Certified copies	<u>22,000</u>	<u>25,900</u>	<u>26,787</u>	<u>887</u>
Total fees for copies	<u>62,000</u>	<u>56,900</u>	<u>59,777</u>	<u>2,877</u>
<b>Intergovernmental:</b>				
Child support income	<u>7,000</u>	<u>83,300</u>	<u>130,416</u>	<u>47,116</u>
<b>Interest earnings</b>				
	<u>1,000</u>	<u>23,100</u>	<u>29,231</u>	<u>6,131</u>
<b>Total revenues</b>	<u>\$1,246,000</u>	<u>\$1,386,000</u>	<u>\$1,391,907</u>	<u>\$ 5,907</u>

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

General Fund  
Schedule of Expenditures Compared to Budget  
Year Ended June 30, 2006

	Budget		Actual	Variance -
	Original	Final		Positive (Negative)
Expenditures:				
Current -				
Personnel services and related benefits -				
Salaries:				
Clerk	\$ 94,646	\$ 93,400	\$ 93,405	\$ (5)
Deputy clerks	601,065	572,350	568,193	4,157
Other	99,927	78,100	68,054	10,046
Clerk's expense allowance	2,100	900	175	725
Clerk's supplemental fund	24,284	19,200	18,791	409
Employee training	1,000	2,150	2,159	(9)
Group insurance	249,353	133,500	206,044	(72,544)
Pension	190,955	184,100	185,177	(1,077)
Medicare tax	39,782	25,650	19,086	6,564
Total personnel services and related benefits	<u>1,303,112</u>	<u>1,109,350</u>	<u>1,161,084</u>	<u>(51,734)</u>
Operating services -				
Automobile expense	3,272	4,900	3,004	1,896
Battered women	3,443	3,550	5,255	(1,705)
Professional fees	16,126	30,050	29,840	210
Insurance	4,139	11,400	10,170	1,230
Record keeping	20,023	9,850	11,438	(1,588)
Microfilm	-	10,700	11,800	(1,100)
Other	40,314	1,750	7,656	(5,906)
Telephone	17,384	10,200	9,969	231
Travel	6,500	2,200	2,756	(556)
Uniforms	5,000	675	926	(921)
Worker's comp insurance	8,334	7,500	5,230	2,270
Equipment lease and maintenance	71,112	54,250	78,711	(24,461)
Secretary of state - UCC	6,091	6,550	6,716	(166)
Election expense	16,000	7,500	8,700	(1,200)
Total operating services	<u>217,738</u>	<u>161,075</u>	<u>192,171</u>	<u>(31,096)</u>

(continued)

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

General Fund  
Schedule of Expenditures Compared to Budget (Continued)  
Year Ended June 30, 2006

	Budget		Actual	Variance - Positive (Negative)
	Original	Final		
Materials and supplies -				
Office supplies and expense	53,506	60,000	37,288	22,712
General repairs and maintenance	27,823	43,875	33,644	10,231
Dues and conventions	11,071	7,500	7,489	11
Total materials and supplies	<u>92,400</u>	<u>111,375</u>	<u>78,421</u>	<u>32,954</u>
Debt Service:				
Capital lease principal	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay:	<u>54,000</u>	<u>43,200</u>	<u>48,772</u>	<u>(5,572)</u>
Total expenditures	<u>\$1,717,250</u>	<u>\$1,425,000</u>	<u>\$1,480,448</u>	<u>\$ (55,448)</u>

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana  
Special Revenue Fund

East Bank Expense Fund  
Schedule of Revenues Compared to Budget  
Year Ended June 30, 2006

	Budget		Actual	Variance - Positive (Negative)
	Original	Final		
Fees, charges and commissions:				
Court costs, fees and charges -				
Criminal costs	\$ 72,000	\$ 87,000	\$ 91,797	\$ 4,797
Interest earnings	-	-	263	263
Total revenues	<u>\$ 72,000</u>	<u>\$ 87,000</u>	<u>\$ 92,060</u>	<u>\$ 5,060</u>

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana  
Special Revenue Fund

East Bank Expense Fund  
Schedule of Expenditures Compared to Budget  
Year Ended June 30, 2006

	Budget		Actual	Variance - Positive (Negative)
	Original	Final		
Expenditures:				
Current -				
Personnel services and related benefits -				
Salaries:				
Deputy clerks	\$ 65,600	\$ 40,941	\$ 41,234	\$ (293)
Group Insurance	9,800	3,568	9,762	(6,194)
Pension	15,700	11,491	4,858	6,633
Total personnel services and related benefits	<u>91,100</u>	<u>56,000</u>	<u>55,854</u>	<u>146</u>
Operating services -				
Other	554	456	-	456
Telephone	5,763	844	773	71
Travel	1,632	230	301	(71)
Total operating services	<u>7,949</u>	<u>1,530</u>	<u>1,074</u>	<u>456</u>
Materials and supplies -				
Office supplies and expense	2,991	6,308	4,497	1,811
General repairs and maintenance	1,175	1,162	774	388
Total materials and supplies	<u>4,166</u>	<u>7,470</u>	<u>5,271</u>	<u>2,199</u>
Capital Outlay:	<u>5,000</u>	<u>5,000</u>	<u>1,328</u>	<u>3,672</u>
Total expenditures	<u>\$ 108,215</u>	<u>\$ 70,000</u>	<u>\$ 63,527</u>	<u>\$ 6,473</u>

## **FIDUCIARY FUNDS**

### **Advance Deposit Fund -**

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

### **Registry of Court Fund -**

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

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Agency Funds  
Combining Schedule of Assets and Liabilities  
June 30, 2006

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and interest-bearing deposits	<u>\$ 1,507,706</u>	<u>\$ 494,384</u>	<u>\$ 2,002,090</u>
Total assets	<u>\$ 1,507,706</u>	<u>\$ 494,384</u>	<u>\$ 2,002,090</u>
<b>LIABILITIES</b>			
Due to litigants and others	<u>1,507,706</u>	<u>494,384</u>	<u>2,002,090</u>
Total liabilities	<u>\$ 1,507,706</u>	<u>\$ 494,384</u>	<u>\$ 2,002,090</u>

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Agency Funds  
Combining Schedule of Changes in Assets and Liabilities  
Year Ended June 30, 2006

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Total</u>
<b>ASSETS</b>			
Balances, beginning of year	\$ 1,417,873	\$ 464,389	\$ 1,882,262
Additions:			
Suits and successions	634,738	-	634,738
Judgments	36,622	607,696	644,318
Interest earned	-	7,867	7,867
Total additions	<u>671,360</u>	<u>615,563</u>	<u>1,286,923</u>
Total	<u>2,089,233</u>	<u>1,079,952</u>	<u>3,169,185</u>
Reductions:			
Clerk's costs (transferred to General Fund)	339,716	-	339,716
Refunds to litigants	80,333	585,568	665,901
Sheriff fees	55,666	-	55,666
Juror costs	25,727	-	25,727
Judge's expense fund	21,345	-	21,345
Jury commissioners	10,180	-	10,180
Parish council	14,310	-	14,310
Judge's supplemental compensation fund	27,221	-	27,221
Other	7,029	-	7,029
Total reductions	<u>581,527</u>	<u>585,568</u>	<u>1,167,095</u>
Balances, end of year	<u>\$ 1,507,706</u>	<u>\$ 494,384</u>	<u>\$ 2,002,090</u>
<b>LIABILITIES</b>			
Due to litigants and others, beginning of year	\$ 1,417,873	\$ 464,389	\$ 1,882,262
Additions	671,360	615,563	1,286,923
Reductions	<u>581,527</u>	<u>585,568</u>	<u>1,167,095</u>
Due to litigants and others, end of year	<u>\$ 1,507,706</u>	<u>\$ 494,384</u>	<u>\$ 2,002,090</u>

**INTERNAL CONTROL,  
COMPLIANCE, AND  
OTHER INFORMATION**

# KOLDER, CHAMPAGNE, SLAVEN & COMPANY, LLC

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## 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

The Honorable Eliana DeFrancesch  
St. John the Baptist Parish Clerk of Court  
Edgard, Louisiana

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the St. John the Baptist Parish Clerk of Court, a component unit of the St. John the Baptist Parish Government, as of and for the year ended June 30, 2006, and have issued our report thereon dated November 22, 2006. In our report, our opinions were qualified because we were unable to perform the necessary audit procedures on the beginning balance of furniture, fixtures, and equipment, nor were we able to satisfy ourselves as to the beginning balance of furniture, fixtures, and equipment by other auditing procedures and the Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Fund with the related cash deposits at June 30, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### Internal Control over Financial Reporting

In planning and performing our audit, we considered the St. John the Baptist Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Clerk of Court's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable conditions are described in the accompanying summary schedule of audit results and findings as items 2006-1, 2006-2 and 2006-3.

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Member of:  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable conditions described above are material weaknesses.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the St. John the Baptist Parish Clerk of Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of this report may be limited under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

***Kolder, Champagne, Slaven & Company, LLC***  
Certified Public Accountants

Morgan City, Louisiana  
November 22, 2006

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Summary Schedule of Audit Results and Findings  
Year Ended June 30, 2006

Part I. Summary of Auditor's Results:

A qualified opinion was issued on the financial statements because we were unable to perform the necessary audit procedures on the beginning balance of furniture, fixtures, and equipment, nor were we able to satisfy ourselves as to the beginning balance of furniture, fixtures, and equipment by other auditing procedures and the Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Fund with the related cash deposits.

Reportable conditions in internal control were disclosed by the audit of the financial statements and the conditions are considered material weaknesses.

The audit did not disclose any instances of noncompliance which are material to the financial statements.

A management letter was not issued.

Part II. Findings which are required to be reported in accordance with generally accepted Governmental Auditing Standards:

2006-1 Inventory of general fixed assets

CONDITION: An inventory of general fixed assets is not maintained and periodically reconciled to accounting records.

CRITERIA: SAS55, Consideration of Internal Control in a Financial Statement Audit, as amended by SAS78, Consideration of Internal Control in a Financial Statement Audit: An Amendment to Statement on Auditing Standards No. 55, AU §319.06 defines internal control as follows:

*“Internal control is a process – effected by an entity’s board of directors, management, and other personnel – designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (a) reliability of financial reporting, (b) effectiveness and efficiency of operations, and (c) compliance with applicable laws and regulations.*

CAUSE: The cause of the condition is the result of a failure to design and implement policies and procedures necessary to achieve adequate internal control.

EFFECT: Failure to inventory general fixed assets and reconcile to accounting records increases the risk that errors and/or irregularities including fraud and/or defalcations may occur and not be prevented and/or detected.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Summary Schedule of Audit Results and Findings (continued)  
Year Ended June 30, 2006

2006-2 Segregation of duties

**CONDITION:** Accounting and financial functions are not adequately segregated.

**CRITERIA:** SAS55, Consideration of Internal Control in a Financial Statement Audit, as amended by SAS78, Consideration of Internal Control in a Financial Statement Audit: An Amendment to Statement on Auditing Standards No. 55, AU §319.06 defines internal control as follows:

*“Internal control is a process – effected by an entity’s board of directors, management, and other personnel – designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (a) reliability of financial reporting, (b) effectiveness and efficiency of operations, and (c) compliance with applicable laws and regulations.*

**CAUSE:** The cause of the conditions is the failure to design and implement policies and procedures necessary to achieve adequate internal control.

**EFFECT:** Failure to adequately segregate accounting and financial functions increases the risk that errors and/or irregularities including fraud and/or defalcations may occur and not be prevented and/or detected.

2006-3 Reconciliation of docket balances

**CONDITION:** Certain individual suit docket balances in the Advance Deposit Agency Fund have not been reconciled with the related cash deposits.

**CRITERIA:** SAS55, Consideration of Internal Control in a Financial Statement Audit, as amended by SAS78, Consideration of Internal Control in a Financial Statement Audit: An Amendment to Statement on Auditing Standards No. 55, AU §319.06 defines internal control as follows:

*“Internal control is a process – effected by an entity’s board of directors, management, and other personnel – designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (a) reliability of financial reporting, (b) effectiveness and efficiency of operations, and (c) compliance with applicable laws and regulations.*

**CAUSE:** The cause of the condition is the failure to design and implement policies and procedures necessary to achieve adequate internal control.

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Summary Schedule of Audit Results and Findings (continued)  
Year Ended June 30, 2006

**EFFECT:** Failure to reconcile docket balances with the related cash deposits increases the risk that errors and/or irregularities including fraud and/or defalcations may occur and not be prevented and/or detected.

Part III. Findings and questioned costs for federal awards required to be reported in accordance with Office of Management and Budget Circular A-133:

not applicable

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Summary Schedule of Prior Year Audit Findings  
Year Ended June 30, 2006

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken	Planned Corrective Action/Partial Corrective Action Taken
<b>Section I - Internal control and compliance material to the financial statements.</b>				
<u>Internal Control</u>				
99-3	1999	An inventory of general fixed assets is not maintained and periodically reconciled.	No	See Corrective Action Plan for Current Year Findings
00-3	2000	Inadequate segregation of functions exists within the accounting system	No	See Corrective Action Plan for Current Year Findings
02-1	2002	Certain individual suit docket balances in the Advance Deposit Agency Fund has not been reconciled with the related cash deposits.	No	See Corrective Action Plan for Current Year Findings

Compliance

There were no items reported in this section

Section Ia - Other compliance and internal control

Internal Control

There were no items reported in this section

Compliance

There were no items reported in this section

Section II - Management letter

There were no items reported in this section

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
Edgard, Louisiana

Summary Schedule of Current Year Audit Findings  
and Corrective Plan  
Year Ended June 30, 2006

Ref. No.	Description of Finding	Corrective Action Planned	Name of Contact Person	Anticipated Completion Date
<b>Section I - Internal control and compliance material to the financial statements</b>				
<u>Internal Control</u>				
2006-1	An inventory of general fixed assets is not maintained and periodically reconciled.	The fixed assets lists prior to July, 2000 were not properly inventoried. This office has attempted to collect price lists and dates of previously purchased equipment. We are continuing to collect data and form an assets listing for those items purchased prior to July, 2000.	Eliana DeFrancesch, Clerk of Court	undetermined
2006-2	Inadequate segregation of functions exists within the accounting system	As for the fixed asset listing from July, 2000 to present, it is complete and accurate.  Due to the size of the office staff, adequate segregation of functions is not practical. However, this office has significantly attempted to segregate accounting functions and will continue to segregate those functions in the future.	N/A	N/A
2006-3	Certain individual suit docket balances in the Advance Deposit Agency Fund has not been reconciled with the related cash deposits.	The Clerk of Court is in the process of identifying unknown balances and reconciling such balances to the corresponding suit dockets in the Advance Deposit Fund.  These procedures have identified a portion of the unknown balances. The Clerk of Court will seek the opinion of legal counsel regarding balances which may not be identifiable.	Eliana DeFrancesch, Clerk of Court	undetermined

Compliance

There are no items applicable to this section

ST. JOHN THE BAPTIST PARISH CLERK OF COURT  
 Edgard, Louisiana

Summary Schedule of Current Year Audit Findings  
 and Corrective Plan (Continued)  
 Year Ended June 30, 2006

Ref. No.	Description of Finding	Corrective Action Planned	Name of Contact Person	Anticipated Completion Date
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Section Ia - Other internal control and compliance

Internal Control

There are no items applicable to this section

Compliance

There are no items applicable to this section

Section II - Management letter

There are no items applicable to this section