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**CALCASIEU PARISH CLERK OF COURT**  
Lake Charles, Louisiana

Annual Financial Statements  
As of and for the Year Ended June 30, 2004

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 2-2-05

**CALCASIEU PARISH CLERK OF COURT**  
 Lake Charles, Louisiana  
 Annual Financial Statements  
 As of and for the Year Ended June 30, 2004

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TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

Office of Legislative Auditor  
Attention: Ms. Suzanne Elliott  
1600 North Third Street  
Post Office Box 94397  
Baton Rouge, Louisiana 70804-9397

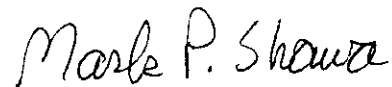
Dear Ms. Elliott:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements of the Calcasieu Parish Clerk of Court as of and for the year ended June 30, 2004. The statements include all funds under the control and oversight of the clerk of court. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Louisiana Revised Statutes 42:283-286 require the clerk of court to file annual financial reports with the parish police jury (council) and your office. The Calcasieu Parish Clerk of Court has complied with these reporting requirements. These financial reports were submitted to the Calcasieu Parish Police Jury and my office and included expenditures made by the clerk's of court office for the year ended June 30, 2003, classified under the following headings: (1) salary of clerk of court; (2) salaries of deputies and other employees; (3) office supplies and furnishings; and (4) other expenditures.

In addition to the above, the names of all employees, including their salary or compensation paid during the fiscal year was reported to the parish police jury and my office.

Sincerely,



Clerk of Court

Enclosure

**MCRIGHT & ASSOCIATES**  
Certified Public Accountants  
Baton Rouge, Louisiana 70816

INDEPENDENT AUDITOR'S REPORT

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

We have audited the accompanying basic financial statements of the CALCASIEU PARISH CLERK OF COURT, a component unit of the Calcasieu Parish Police Jury, as of and for the year ended June 30, 2004, as listed in the table of contents. These basic financial statements are the responsibility of the CALCASIEU PARISH CLERK OF COURTS' management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and the Louisiana Governmental Auditing Guide. 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 opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the CALCASIEU PARISH CLERK OF COURT as of June 30, 2004, and the results of its operations for the year then ended in conformity with generally accepted accounting principles accepted in the United States of America.

As described in Note 1 to the financial statements, the Clerk adopted the provisions of Governmental Accounting standards Board Statement No. 34, *Basic financial Statements – and Management's Discussion and Analysis – for state and Local Governments*; Statement No. 37, *Basic Financial statements – and Managements' Discussion and Analysis – for State and Local Governments: Omnibus*; and Interpretation No. 6, *recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements*, as of July 1, 2003. This results in a change in the format and content of the financial statements.

The Clerk 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.

**MCRIGHT & ASSOCIATES**  
Certified Public Accountants  
Baton Rouge, Louisiana 70816

In accordance with *Government Auditing Standards*, we have also issued a report dated September 23, 2004 on our consideration of the CALCASIEU PARISH CLERK OF COURT'S internal control over financial reporting and our tests of its compliance with laws and regulations. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying supplemental information schedules listed in the table of contents are presented for purposes of additional analysis and is not a required part of the basic financial statements of the CALCASIEU PARISH CLERK OF COURT. 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 financial statements taken as a whole.



McRight & Associates  
September 23, 2004

# *Basic Financial Statements*

CALCASIEU PARISH CLERK OF COURT  
 LAKE CHARLES, LOUISIANA  
 GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET ASSETS  
 JUNE 30, 2004

	<u>General Fund</u>	<u>Adjustments Note</u>	<u>Statement of Net Assets</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$2,221,202		\$2,221,202
Investments	1,800,000		1,800,000
Receivables	109,863		109,863
Capital assets, net of Depreciation		\$143,650	143,650
	-----	-----	-----
Total Assets	4,131,065	143,650	4,274,715
	=====	=====	=====
<b>LIABILITIES</b>			
Liabilities:			
Accounts payable	62,847		62,847
	-----	-----	-----
Total Liabilities	62,847		62,847
	-----	-----	-----
<b>FUND BALANCE/NET ASSETS</b>			
Fund Balance:			
Unreserved, reported in General Fund	4,068,218	(4,068,218)	-0-
	-----	-----	-----
Total Fund Balance	4,068,218	(4,068,218)	-0-
	-----	-----	-----
<b>NET ASSETS</b>			
Invested in Capital Assets, Net of Related debt		143,650	143,650
Unrestricted		4,068,218	4,068,218
		-----	-----
Total Net Assets		4,211,868	4,211,868
		=====	=====

The accompanying notes are an integral part of this statement.

**CALCASIEU PARISH CLERK OF COURT**  
**Lake Charles, Louisiana**  
**STATEMENT OF GOVERNMENTAL FUND REVENUES,**  
**EXPENDITURES, AND CHANGES IN FUND BALANCES/**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended June 30, 2004**

	<u>General Fund</u>	<u>Adjustments Note</u>	<u>Statement of Activities</u>
<b>EXPENDITURES/EXPENSES</b>			
Judiciary:			
Personal services	\$2,826,344		\$2,826,344
Related benefits	1,044,553		1,044,553
Travel and professional Development	6,897		6,897
Operating services	792,067		792,067
Supplies	247,669		247,669
Capital Outlay	55,000	(55,000)	-0-
Depreciation		47,257	47,257
	-----	-----	-----
Total Expenditures/Exp	4,972,530	(7,743)	4,964,787
	-----	-----	-----
<b>PROGRAM REVENUES</b>			
Charges for services	5,056,768		5,056,768
Licenses and permits	51,300		51,300
Other charges	27,390		27,390
	-----	-----	-----
Net Program Revenues	5,135,458		5,135,458
	-----	-----	-----
<b>GENERAL REVENUES</b>	-0-		-0-
	-----	-----	-----
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	162,928	7,743	170,671
<b>FUND BALANCE/NET ASSETS</b>			
Beginning of the Year	3,905,290	135,907	4,041,197
	-----	-----	-----
End of Year	4,068,218	143,650	4,211,868
	=====	=====	=====

The accompanying notes are an integral part of this statement.



**CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA  
STATEMENT OF FIDUCIARY NET ASSETS  
JUNE 30, 2004**

	<b>ADVANCE DEPOSIT FUND</b>	<b>REGISTRY OF COURT FUND</b>	<b>OTHER FIDUCIARY FUNDS</b>	<b>TOTAL</b>
	-----	-----	-----	-----
<b>ASSETS</b>				
Cash and cash equivalents	\$1,254,187	\$2,580,294	\$26,748	\$3,861,229
Investments	2,400,000			2,400,000
Receivables				
	-----	-----	-----	-----
Total Assets	3,654,187	2,580,294	26,748	6,261,229
	-----	-----	-----	-----
<b>LIABILITIES</b>				
Liabilities:				
Held for others pending court				
Action	3,654,187	2,580,294	26,748	6,261,229
	-----	-----	-----	-----
Total Liabilities	3,654,187	2,580,294	26,748	6,261,229
	-----	-----	-----	-----
<b>NET ASSETS</b>	-0-	-0-	-0-	-0-
	=====	=====	=====	=====

The accompanying are an integral part of this statement.

**CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA  
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS  
For the Year Ended June 30, 2004**

	Advance Deposit Fund -----	Registry of Court Fund -----	Other Fiduciary Funds -----	Total -----
<b>ADDITIONS</b>				
Deposits:				
Suits and successions	\$5,377,771		\$44,692	\$5,422,463
Judgments		\$2,455,807		2,455,807
Interest	27,381	18,090	323	45,794
	-----	-----	-----	-----
Total Additions	5,405,152	2,473,897	45,015	7,924,064
	-----	-----	-----	-----
<b>DEDUCTIONS</b>				
Distributed to litigants	954,370	3,432,153	26,405	4,412,928
Clerks costs	2,447,409		14,402	2,461,811
Sheriffs' Fees	594,322		3,770	598,092
Other deductions	613,845		10,108	623,953
	-----	-----	-----	-----
Total Deductions	4,609,946	3,432,153	54,685	8,096,784
	-----	-----	-----	-----
<b>CHANGE IN NET ASSETS</b>	795,206	(958,256)	(9,670)	(172,720)
Net Assets – beginning	2,858,981	3,538,550	36,418	6,433,949
	-----	-----	-----	-----
Net Assets – ending	3,654,187	2,580,294	26,748	6,261,229
	=====	=====	=====	=====

The accompanying notes are an integral part of this statement.

## *Notes to the Financial Statements*

**CALCASIEU PARISH CLERK OF COURT**  
Lake Charles, Louisiana

Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004

**INTRODUCTION**

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 has other duties and powers provided by law. The clerk of court is elected for a four-year term.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

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

**B. REPORTING ENTITY**

*The clerk of court is an independently elected official; however, the clerk of court is fiscally dependent on the Calcasieu Parish Police Jury. The police jury maintains and operates the parish courthouse in which the clerk of court's office is located and provides funds for equipment and furniture of the clerk of court's office. Because the clerk of court is fiscally dependent on the police jury, the clerk of court was determined to be a component unit of the Calcasieu 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 financial reporting entity.

**C. FUND ACCOUNTING**

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

**Governmental Funds**

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

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

**CALCASIEU Parish Clerk of Court  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004**

**Fiduciary Funds**

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

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

**Fund Financial Statements (FFS)**

The amounts reflected in the General Fund and Other Funds, of Statements A and B, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of clerk operations.

The amounts reflected in the General Fund and Other Funds, of Statements A and B, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except 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**

Revenues are recorded in the period in which they are earned.

**Expenditures**

Expenditures are recorded in the period in which the goods and services are received.

**Other Financing Sources (Uses)**

Transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses).

**Deferred Revenues**

Deferred revenues arise when resources are received by the clerk before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the clerk has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

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

The column labeled Statement of Net Assets (Statement A) and the column labeled Statement of Activities (Statement B) display information about the clerk as a whole. These statements include all the financial activities of the clerk except for fiduciary funds.. Information contained in these columns reflect 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

**CALCASIEU Parish Clerk of Court  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004**

when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are 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 column labeled Statement of Activities (Statement B) are derived directly from clerk users as a fee for services; program revenues reduce the cost of the function to be financed from the clerk's general revenues.

**Reconciliation**

The reconciliation of the items reflected in the funds columns to the Statement of Activities (Statement B) and Statement of Net Assets (Statement A) are as follows:

Capital Assets	<u>\$ 143,650</u>
----------------	-------------------

**E. BUDGETS**

The clerk uses the following budget practices:

The proposed budget for the 2004 fiscal year was made available for public inspection at the clerk's office on June 12, 2003. The proposed budget, prepared on the accrual basis of accounting, was published in the official journal 15 days before the public hearing. The budget hearing was held at the clerk's office on June 12, 2003. The budget is legally adopted and amended, as necessary, by the clerk. All appropriations lapse at year-end.

Formal budget integration (within the accounting records) is not employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

**F. CASH AND CASH EQUIVALENTS**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. [Include the clerk's established policy concerning which short-term, highly liquid investments it will treat as cash equivalents. For example, cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less.] Under state law, the clerk may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

**G. INVESTMENTS**

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the clerk's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. At June 30, 2004, the clerk did not have any investments other than time certificates of deposit.

**H. SHORT-TERM INTERFUND  
RECEIVABLES/PAYABLES**

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

**I. ADVANCES TO OTHER FUNDS**

Noncurrent portions of long-term interfund loan receivables are reported as advances and are offset equally by a fund balance reserve account, which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation.

**CALCASIEU Parish Clerk of Court  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004**

**J. INVENTORIES**

Inventories are considered immaterial and are recorded at cost and recognized as an expenditure when purchased.]

**K. PREPAID ITEMS**

There were no prepaid items at June 30, 2004.

**L. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated cost (the extent to which fixed asset costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available (or describe other method of valuation). 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 \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, 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>
Land improvements	___ - ___ years
Buildings and building improvements	___ - ___ years
Furniture and fixtures	5- 10 years
Vehicles	___ - ___ years

**M. COMPENSATED ABSENCES**

The clerk has the following policy relating to vacation and sick leave:

The clerk's recognition and measurement criteria for compensated absences follows:

All full-time employees of the clerk of court's office earn vacation leave at a rate of 2 to 5 weeks each year, depending upon their length of service. Vacation must be used in the year earned. Sick leave is earned at a rate of one to one and one-half days per month, depending upon their length of service. Sick leave may be carried forward from year to year.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the general fund when the leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term debt account group.

**N. RESTRICTED NET ASSETS**

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on net asset use are either:

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

**CALCASIEU Parish Clerk of Court  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004**

**O. FUND EQUITY**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, 2004, there was no amount due the parish treasurer as the General Fund's fund balance at June 30, 2004 did not exceed one-half of the revenues of the General Fund for the last year of the clerk's four-year term of office.

**P. EXTRAORDINARY AND SPECIAL ITEMS**

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

**Q. 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. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transactions are reported as transfers.

**R. 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. DEFICIT FUND EQUITY**

The following individual funds have deficits in unreserved fund balance (net assets) at June 30, 2004:

<u>Fund</u>	<u>Deficit Amount</u>
NONE	
_____	\$ _____
_____	_____
_____	_____



**CALCASIEU Parish Clerk of Court  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004**

**3. EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

The following individual funds had actual expenditures over budgeted appropriations for the year ended June 30, 2004:

<u>Fund</u>	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
	\$	\$	\$	\$
NONE				

**4. CASH AND CASH EQUIVALENTS**

At June 30, 2004, the Clerk of Court has cash and cash equivalents (book balances) totaling \$4,021,202 as follows:

Demand deposits	<u>2,219,527</u>
Interest-bearing demand deposits	<u>1,800,000</u>
Time deposits	<u>1,675</u>
Other	
Total	<u><u>4,021,202</u></u>

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

At June 30, 2004, the Clerk of Court has \$4,237,877 in deposits (collected bank balances). These deposits are secured from risk by \$400,000 of federal deposit insurance and \$3,837,877 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

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

**5. INVESTMENTS**

Investments are categorized into three categories of credit risk:

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

**CALCASIEU Parish Clerk of Court  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004**

At fiscal year-end, the Clerk of Court's investment balances were as follows:

Type of Investment	Category			Fair Value	Amortized Cost	Cost	Carrying Amount
	1	2	3				
CERT OF DEPOSIT	\$	\$	1,800,000	\$	\$	1,800,000	1,800,000
Total	\$	\$	1,800,00				
Investments not subject to categorization:							
Deferred compensation plan							
External investment pool							
Total investments	\$	\$		\$	\$	1,800,000	1,800,000

**6. RECEIVABLES**

The receivables of \$109,863 at June 30, 2004 are as follows:

Class of Receivable	General Fund	Other Funds	Total
Charges for Services	99,090	\$	99,090
Licenses & permits			
Other	10,773		10,773
Total	\$109,863	\$	\$109,863

**7. INTERFUND RECEIVABLES/PAYABLES**

There were no interfund balances at June 30, 2004.

**CALCASIEU Parish Clerk of Court  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004**

**8. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended June 30, 2004, is as follows:

<u>Governmental Activities</u>	<u>Balance, July 1, 2003</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance, June 30, 2004</u>
Land	\$	\$	\$	\$
Buildings				
Improvements other than buildings				
Furniture and equipment	1,301,196	55,000	717,065	639,131
Total	<u>1,301,196</u>	<u>55,000</u>	<u>717,065</u>	<u>639,131</u>
Less accumulated depreciation:				
Buildings				
Improvements other than buildings				
Furniture and equipment	1,165,289	47,257	717,065	495,481
Total	<u>1,165,289</u>	<u>47,257</u>	<u>717,065</u>	<u>495,481</u>
Capital assets, net	<u>135,907</u>	<u>7,743</u>	<u>0</u>	<u>143,650</u>

**9. PENSION PLAN**

*Plan Description.* Substantially all employees of the Calcasieu Parish 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 System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (504) 293-1162.

*Funding Policy.* Plan members are required by state statute to contribute 8.25% of their annual covered salary and the Calcasieu Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.00% of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Calcasieu 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 Calcasieu Parish Clerk of Court's contributions to the System for the years ending June 30, 2004, 2003, and 2002, were \$499,675, \$436,719, and \$420,780, respectively, equal to the required contributions for each year.

**CALCASIEU Parish Clerk of Court  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004**

**10. OTHER POSTEMPLOYMENT BENEFITS**

The Calcasieu Parish 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 employee and the clerk of court. The clerk recognizes the cost of providing these benefits (the clerk's portion) as an expenditure when the monthly premiums are paid.

**11. ACCOUNTS, SALARIES, AND OTHER PAYABLES**

The payables of \$62,847 at June 30, 2004, are as follows:

	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>
Salaries	\$ _____	\$ _____	\$ _____
Withholdings	_____	_____	_____
Accounts	<u>62,847</u>	_____	<u>62,847</u>
Other	_____	_____	_____
Total	<u>62,847</u>	<u>\$ _____</u>	<u>62,847</u>

**12. SHORT-TERM DEBT**

None

**13. LEASES**

The clerk records did not have any capital leases at June 30, 2004.

**LONG TERM OBLIGATIONS**

The following is a summary of the long-term obligation transactions for the year ended June 30, 2004:

	<u>Other Debt</u>	<u>Compensated Absences</u>	<u>Lease- Purchase Agreements</u>	<u>Total</u>
Long-term obligations at July 1, 2003	\$ _____	\$ _____	\$ _____	\$ _____
Additions	_____	_____	_____	_____
Deductions	_____	_____	_____	_____
Long-term obligations at June 30, 2004	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

**CALCASIEU Parish Clerk of Court  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2004**

**15. INTERFUND TRANSFERS**

None

**16. RELATED PARTY TRANSACTIONS**

None

**17. RISK MANAGEMENT**

The clerk purchases commercial insurance to cover day to day operations. There were no claims during the current year.

**18. LITIGATION AND CLAIMS**

At June 30, 2004, the Clerk of Court was not involved in any lawsuits or is aware of any claims.

**19. ON-BEHALF PAYMENTS**

Certain operating expenditures of the clerk's office are paid by the parish police jury and are not included in the accompanying financial statements.

**20. SUBSEQUENT EVENTS**

There were no subsequent events to be reported as of September 23, 2004.

## ***Required Supplemental Information***

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2004

	Actual	Original Budget	Variance Over (Under)
<b>REVENUES</b>			
Licenses and Permits	\$51,300	\$36,320	14,980
Charges for Services	5,056,768	4,642,903	413,865
Interest	27,390	188,000	(160,610)
Clerk's Supplement			
Other Revenues			
Total Revenues	<u>5,135,458</u>	<u>4,867,223</u>	<u>268,235</u>
<b>EXPENDITURES</b>			
Salaries and Benefits	3,888,771	3,679,100	209,671
Supplies	247,669	250,000	(2,331)
Operating Expenses	781,090	700,685	80,405
Capital Outlay	55,000	235,000	(180,000)
Total Expenditures	<u>4,972,530</u>	<u>4,864,785</u>	<u>107,745</u>
Excess of revenues over (under) Expenditures	162,928	<del>(2,438)</del>	160,490
Fund Balance, beginning	3,905,290	3,905,290	0
Fund Balance, ending	<u>4,068,218</u>	<u>3,907,728</u>	<u>160,490</u>

The accompanying notes are an integral part of this statement.

**CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA**

**OTHER REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

**The following pages contain a report on compliance with laws and regulations and on internal control as required by the *Government Auditing Standards*, issued by the Comptroller General of the United States. This Report is based solely on the audit of the financial statements and includes, where appropriate, any reportable conditions and/or material weaknesses in internal control or compliance matters that would be material to the presented financial statements.**



**MCRIGHT & ASSOCIATES**  
Certified Public Accountants  
Baton Rouge, Louisiana 70816

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Calcasieu Parish Clerk of Court  
Lake Charles, LA

We have audited the basic financial statements of the Calcasieu Parish Clerk of Court, a component unit of the Calcasieu Parish Police Jury, as of and for the year ended June 30, 2004, and have issued our report thereon dated September 23, 2004. We conducted our audit in accordance with generally accepted auditing standards 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.

**Compliance**

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

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Calcasieu Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control structure over financial reporting. 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 a material weakness. 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 basic 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weakness.

**MCRIGHT & ASSOCIATES**  
Certified Public Accountants  
Baton Rouge, Louisiana 70816

This report is intended for the information of the Clerk and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



September 23, 2004

# *Other Supplemental Information*

## **PRIOR AUDIT FINDINGS**

The follow-up and corrective action taken on all prior audit findings is presented in the summary schedule of prior audit findings (Schedule 2).

## **CURRENT AUDIT FINDINGS**

The corrective action plan for current year audit findings is presented in Schedule 3.

**CALCASIEU PARISH CLERK OF COURT  
Lake Charles, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Year Ended June 30, 2004**

**There were no prior year audit findings.**

**CALCASIEU PARISH CLERK OF COURT  
Lake Charles, Louisiana**

***Corrective Action Plan for*  
Current Year Audit Findings  
For the Year Ended June 30, 2004**

There were no current audit findings.