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Concordia Parish Clerk of Court  
Vidalia, Louisiana

Annual Financial Statements  
and Independent Auditors' Reports  
as of June 30, 2006  
With Supplemental Information Schedules

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 1-31-07

**CONCORDIA PARISH CLERK OF COURT**  
*Vidalia, Louisiana*  
**Annual Financial Report**  
**For the Year Ended June 30, 2006**

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## INDEPENDENT AUDITORS' REPORT

Honorable Clyde R. Webber, Jr.  
Concordia Parish Clerk of Court  
Vidalia, Louisiana

We have audited the accompanying financial statements of the governmental activities, the major fund and the fiduciary activities of the Concordia Parish Clerk of Court, component unit of Concordia Parish Police Jury as of and for the fiscal year ended June 30, 2006 which collectively comprise the Concordia Parish Clerk of Court's financial statements as listed in the table of contents. These financial statements are the responsibility of Concordia Parish Clerk of Court's management. Our responsibility is to express an opinion on these 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 basic 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 financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the major fund and the fiduciary activities of the Concordia Parish Clerk of Court as of June 30, 2006, and the results of its operations 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 December 27, 2006 on our consideration of the Clerk of Court's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants 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 *Government Auditing Standards* and should be considered in assessing the results of our audit.

Honorable Clyde R. Webber, Jr.  
Concordia Parish Clerk of Court  
Page Two

The management's discussion and analysis and budgetary comparison information are not a required part of the financial statements but are supplementary information required by the Governmental Accounting Standards Board. 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.

Ferriday, Louisiana  
December 27, 2006

*Switzer, Hopkins & Mange*

**REQUIRED SUPPLEMENTAL INFORMATION (PART I)**

CONCORDIA PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended June 30, 2006

**INTRODUCTION**

This discussion and analysis (MD&A) of the Concordia Parish Clerk of Court's financial performance provides an overview of the financial activities as of and for the fiscal year ended June 30, 2006. This should be read in conjunction with the financial statements and the accompanying notes to the financial statements. The financial statements include the general fund (operating fund) and two agency funds (advanced deposit fund and registry of court fund).

The Concordia Clerk of Court is located in the Concordia Parish Courthouse in Vidalia, Louisiana. Concordia Parish is located along the Mississippi River in East Central Louisiana.

***FINANCIAL HIGHLIGHTS***

Our financial statements provide these insights into the results of this year's operations:

- As of June 30, 2006, assets exceeded liabilities by \$ 113,941 (net assets).
- Total net assets are comprised of the following:
  1. Capital assets of \$12,631 included office equipment, furniture and fixtures, net of accumulated depreciation.
  2. Unrestricted net assets of \$101,310 represent the portion available to maintain the continuing operations.
- The governmental funds reported total ending fund balance of \$113,941. This compares to the prior year ending fund balance of \$94,466, showing an increase of \$19,475 during the current year.
- Total spending for all judicial activities was \$569,507 for the year, which was \$19,475 less than the program revenues for these activities \$588,983.

***OVERVIEW OF THE FINANCIAL STATEMENTS***

This discussion and analysis is intended to serve as an introduction to the Concordia Parish Clerk of Court's basic financial statements. The Clerk's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

The financial statements include the following funds:

▪ **General Fund**

The General Fund, as provided by Louisiana Revised Statute (R.S.) 13:781, is the principal fund of the Clerk of Court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

▪ **Agency Fund**

The Advance Deposit and Registry of Court Agency Funds account for assets held as an agent for others. Agency funds are custodial in nature and do not involve measurement of results of operations.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

CONCORDIA PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended June 30, 2006

**Statement of Net Assets**

The following table represents a condensed Statement of Net Assets as of June 30, 2006 and 2005:

	<u>2006</u>	<u>2005</u>
<b>Assets</b>		
Current Assets	\$ 108,794	\$ 97,053
Capital Assets, Net	<u>12,631</u>	<u>2,925</u>
<b>Total Assets</b>	<u>121,425</u>	<u>99,978</u>
<b>Liabilities and Net Assets</b>		
Current Liabilities	4,028	3,208
Non-Current Liabilities	<u>3,456</u>	<u>2,304</u>
<b>Total liabilities</b>	<u>7,484</u>	<u>5,512</u>
<b>Net Assets</b>		
Invested in Capital Assets, Net of Related Debt	12,631	2,925
Unrestricted	<u>101,310</u>	<u>91,541</u>
<b>Total Net Assets</b>	<u>\$ 113,941</u>	<u>\$ 94,466</u>

**Changes in Fund Balances**

The following table reflects the condensed Statement of Revenues, Expenditures and Changes in Fund Balances for the year ended June 30, 2006 and 2005:

	<u>2006</u>	<u>2005</u>
Total Revenues	\$ 588,982	\$ 593,817
Total Expenditures	<u>569,507</u>	<u>561,354</u>
<b>Increase in Fund Balances</b>	19,475	32,463
Fund balance, beginning	<u>94,466</u>	<u>62,003</u>
Fund balance, ending	<u>\$ 113,941</u>	<u>\$ 94,466</u>

**GENERAL FUND BUDGETARY HIGHLIGHTS**

Revenues (\$588,982) exceeded budgeted revenues (\$564,284) by \$24,698.

Expenditures (\$575,757) exceeded budgeted expenditures (\$560,880) by \$14,877 primarily because insurance, retirement and salaries were more than expected.

The original budget for the General Fund was not amended during this fiscal year.

**CONCORDIA PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended June 30, 2006**

***CAPITAL ASSETS***

The investment in capital assets, net of accumulated depreciation, for governmental activities as of June 30, 2006 was \$12,631

This year there were additions to capital assets of \$13,586 for computers and printers.

***DEBT***

At year end, the Concordia Parish Clerk of Court had no debt outstanding.

***ECONOMIC FACTORS AND NEXT YEAR'S BUDGET***

The Clerk of Court considered many factors when budgeting the fiscal year rates and fees that would be charged. One of those factors is the new laws and regulations.

Historically, the office staff and costs remain stable with small increases in operating expenses. If these costs remain consistent, the Concordia Parish Clerk of Court's General Fund balance is expected to remain the same by the close of fiscal year 2006.

***CONTACTING FINANCIAL MANAGEMENT***

This financial report is designed to provide a general overview of the Concordia Parish Clerk of Court's finances and to show the Clerk of Court's accountability for the money it receives and spends. If you have any questions about this report or need additional financial information, contact the Honorable Clyde Ray Webber, Jr., Clerk of Court for Concordia Parish, 4001 Carter Street, Vidalia, LA 71373 at phone number (318) 336-4204.

**FINANCIAL SECTION**

**GOVERNMENT – WIDE FINANCIAL STATEMENTS**

CONCORDIA PARISH CLERK OF COURT

Statement of Net Assets

June 30, 2006

Statement A

ASSETS

Cash and cash equivalents	\$ 93,831
Accounts receivable	14,963
Capital assets, net of accumulated depreciation	<u>12,631</u>
Total assets	<u>121,425</u>

LIABILITIES

Accounts payable and accrued expenses	4,028
Accrued compensated absences	<u>3,456</u>
Total liabilities	<u>7,484</u>

NET ASSETS

Invested in Capital Assets	12,631
Unrestricted	<u>101,310</u>
Total net assets	<u>\$ 113,941</u>

See notes to financial statements

**CONCORDIA PARISH CLERK OF COURT**  
*Statement of Activities*  
 For the Year Ended June 30, 2006

Statement B

	<u>Expenses</u>	<u>Charges for Services</u>	<u>Net (Expenses) Revenues &amp; Changes of Primary Government</u>
Governmental Activities			
General Government	\$ <u>569,507</u>	\$ <u>586,901</u>	\$ <u>17,394</u>
		General Revenues	
		Interest Income	<u>2,081</u>
		Change in Net Assets	19,475
		Net Assets-Beginning	<u>94,466</u>
		Net Assets-Ending	<u>\$ 113,941</u>

See notes to financial statements

**FUND FINANCIAL STATEMENTS**

CONCORDIA PARISH CLERK OF COURT  
*Balance Sheet – Governmental Fund*  
June 30, 2006

Statement C

ASSETS

Cash and cash equivalents	\$ 93,831
Accounts receivable	<u>14,963</u>
Total assets	<u>108,794</u>

LIABILITIES AND FUND BALANCES

Liabilities:	
Accounts payable and accrued expenses	<u>4,028</u>
Fund Balance:	
Unreserved - undesignated	<u>104,766</u>
Total liabilities and fund balances	<u>\$ 108,794</u>

**CONCORDIA PARISH CLERK OF COURT**  
*Reconciliation of the Balance Sheet – Governmental Fund*  
*To the Statement of Net Assets*  
 June 30, 2006

Total fund balance - governmental fund (Statement C) \$ 104,766

Amounts reported for governmental activities in the statement of net assets (government-wide financial statements) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds.

Capital assets	56,783	
Less accumulated depreciation	<u>(44,152)</u>	12,631

Long-term liabilities are not due and payable in the current year and therefore are not reported in the governmental funds:

Accrued compensated absences		<u>(3,456)</u>
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Total net assets of governmental activities (Statement A) \$ 113,941

CONCORDIA PARISH CLERK OF COURT  
*Statement of Governmental Fund Revenues, Expenditures and Changes  
in Fund Balance Governmental Fund Type – General Fund*  
June 30, 2006

Statement E

Revenues

Suits and successions transferred from		
from the Advance Deposit Fund	\$	221,335
Recording fees		224,537
Xerox Copies		24,388
Fees in criminal cases		19,667
Certified copies		14,865
Interest earned		2,081
Mortgage certificates		10,995
Court attendance		8,048
Cancellations		19,817
Marriage licenses		3,558
Police jury allowance		4,320
Other		<u>35,371</u>
Total revenues		<u>588,982</u>

Expenditures

<b>Current-Judiciary:</b>		
Salaries and benefits		325,212
Retirement contributions		71,496
Deferred compensation		7,405
Group insurance		77,340
Other insurance		1,536
Office supplies and expenses		59,259
Automotive		12,856
Telephone		4,383
Convention and travel expense		2,683
Capital outlays		<u>13,587</u>
Total expenditures		<u>575,757</u>
Excess of revenues over expenditures		13,225
Fund balance - beginning of year		<u>91,541</u>
Fund balance - end of year	\$	<u>104,766</u>

**CONCORDIA PARISH CLERK OF COURT**  
*Reconciliation of the Statement of Revenue, Expenditures and Changes in Fund Balances  
of Governmental Funds to the Statement of Activities  
For the Year Ended June 30, 2006*

		<u>Statement F</u>
Net change in fund balances - total governmental funds (Statement E)		\$ 13,225
<p>Amounts reported for <i>governmental activities</i> in the statement of activities (government-wide financial statements) are different because:</p> <p>Governmental funds report capital outlays as expenditures in the individual fund. Governmental activities report depreciation expense to allocate the cost of those capital assets over the estimated useful lives of the asset.</p>		
Expenditures for capital assets	13,586	
Less current year depreciation	(3,880)	9,706
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.</p>		
Accrued compensated absences		(3,456)
Change in net assets of governmental activities (Statement B)		\$ 19,475

CONCORDIA PARISH CLERK OF COURT  
*Statement of Fiduciary Net Assets*  
 June 30, 2005

Statement G

	<u>Advance Deposits Fund</u>	<u>Registry of the Court Fund</u>	<u>Total</u>
<u>ASSETS</u>			
Cash and cash equivalents	\$ 285,044	\$ 240,028	\$ 525,072
<u>LIABILITIES</u>			
Unsettled deposits	285,044	240,028	525,072
Net Assets	\$ -	\$ -	\$ -

CONCORDIA PARISH CLERK OF COURT  
*Statement of Changes in Fiduciary Net Assets*  
 June 30, 2006

Statement H

	<u>Advance Deposits Fund</u>	<u>Registry of the Court Fund</u>	<u>Total</u>
<b>ADDITIONS</b>			
Deposits	\$ 406,982	\$ 79,020	\$ 486,002
Interest earned	8,558	2,922	11,480
Total deposits	<u>415,540</u>	<u>81,942</u>	<u>497,482</u>
<b>DEDUCTIONS</b>			
Distributed to litigants	122,990	208,279	331,269
Distributed to general fund	227,836	-	227,836
Distributed to others	72,419	-	72,419
Total deductions	<u>423,245</u>	<u>208,279</u>	<u>631,524</u>
<b>CHANGES IN NET ASSETS</b>	<b>(7,705)</b>	<b>(126,337)</b>	<b>(134,042)</b>
Unsettled Deposits-Beginning of year	<u>292,749</u>	<u>366,365</u>	<u>659,114</u>
Unsettled Deposits-End of year	<u>\$ 285,044</u>	<u>\$ 240,028</u>	<u>\$ 525,072</u>

CONCORDIA PARISH CLERK OF COURT  
*Notes to Financial Statements*  
*As of and For the Year Ended June 30, 2006*

**INTRODUCTION**

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

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A.      Basis of Presentation**

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

**B.      Reporting Entity**

The Clerk of Court is an independently elected official; however, the Clerk of Court is fiscally dependent on the Concordia 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 Concordia Parish Police Jury, 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 that may be used to finance future period programs or operations by the Clerk of Court. The following are the clerk's governmental funds:

CONCORDIA PARISH CLERK OF COURT

*Notes to Financial Statements*

*As of and For the Year Ended June 30, 2006*

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNT POLICIES, CONTINUED**

*General Fund*

The General fund (Salary Fund), as provided by Louisiana Revised Statute 13:781 is the principal fund of the Clerk of Court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

*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 sue the modified accrual basis of accounting. The Advance Deposit, Registry of Court – Agency Funds account for assets held as an agent for others.

D.      Measurement Focus/Basis of Accounting

**Fund Financial Statements (FFS)**

The amounts reflected in the Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund, 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 Balance 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 operations.

The amounts reflected in the FSS, 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. The governmental funds use the following practices in recording revenues and expenditures:

***Revenues***

Fees for certified copies, recording legal documents, marriage licenses and commissions for services are recorded in the year they are earned. Interest income on time deposits are recorded when the time deposits have matured and the income is available. Interest receivables are accrued in the Advance Deposit Fund; all other revenues are recorded when received.

CONCORDIA PARISH CLERK OF COURT  
*Notes to Financial Statements*  
*As of and For the Year Ended June 30, 2006*

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNT POLICIES, CONTINUED**

D.      Measurement Focus/Basis of Accounting (continued)

***Expenditures***

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

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

The Statement of Net Assets and the Statement of Activities display information about the Concordia Parish Clerk as a whole. These statements include all the financial activities of the Concordia Parish Clerk. Information contained in these statements 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 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 Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from general revenues.

E.      Budgetary Practices

The Clerk of Court annually adopts a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget and public hearings on the budget. Any amendments to the budget are published in the Clerk of Court's official journal. Budgetary integration is employed as a management tool.

F.      Cash and Cash Equivalents

Cash includes amounts in demand deposit, interest bearing demand deposits, and money market accounts. Cash equivalents include time deposits maturing within 90 days. Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, 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.      Clerk's Fees Transferred from Advance Deposit Agency Fund

These fees represent revenue to the Clerk of Court earned from everyday operations such as copying and faxing for litigants. These fees are collected by a transfer of litigant's money deposited in the Advance Deposit Fund to the Salary Fund.

CONCORDIA PARISH CLERK OF COURT  
*Notes to Financial Statements*  
*As of and For the Year Ended June 30, 2006*

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNT POLICIES, CONTINUED**

**H.      Capital Assets**

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

Capital assets are 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:

Description	Estimated Lives
Office Equipment	5 years
Furniture and Fixtures	10 years
Leased Equipment	5 years

**I.      Compensated Absences**

The Clerk of Court has the following policy relating to vacation and sick leave:

Employees of the clerk's office earn from 5 to 15 working days of annual leave each year depending on length of service. Vacation is non-cumulative.

Each employee is allowed 10 days of sick leave per calendar year with pay. Sick leave is non-cumulative.

In addition to the above, additional absences may be granted on an individual basis, giving consideration to individual needs, length of services, et cetera.

Each female employee is authorized six weeks of maternity leave with pay.

The cost of leave taken is recognized as current year expenditure when taken. The cost of accrued absences at June 30, 2006 is \$3,456.

**J.      Use of Estimates**

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

CONCORDIA PARISH CLERK OF COURT  
*Notes to Financial Statements*  
*As of and For the Year Ended June 30, 2006*

**NOTE 2      CASH AND CASH EQUIVALENTS**

At June 30, 2006, the Clerk of Court has cash and cash equivalents book balances as follows:

Petty cash	\$        150
Demand deposit	215,885
Money market accounts	195,833
Lamp account	<u>207,035</u>
Total	<u>\$    618,903</u>

These deposits are stated at cost, which approximates market. Under state law, federal deposit insurance or the pledge of securities owned by the fiscal agent banks must secure these deposits. 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 banks in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2006, the Clerk has \$625,685 in deposits (collected bank balances). These deposits are secured from risk by \$200,000 of federal deposit insurance, \$425,685 by collateral held by the Clerk's agent in the Clerk's name.

**LAMP:**

Investments held at June 30, 2006 consist of \$207,035 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section I50.126, the investment in LAMP at \$207,035 is not categorized in the three risk categories provided by GASB Codification Section I50.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc. a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA – R.S. 33:2955. Accordingly LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

CONCORDIA PARISH CLERK OF COURT

*Notes to Financial Statements*

*As of and For the Year Ended June 30, 2006*

**NOTE 2      CASH AND CASH EQUIVALENTS, CONTINUED**

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 297 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

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

**NOTE 3      ACCOUNTS RECEIVABLE**

Accounts receivable at June 30, 2006 were as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Charges for services	\$ 14,963
Less allowance for bad debts	-
Net accounts receivable	<u>\$ 14,963</u>

**NOTE 4      CHANGES IN CAPITAL ASSETS**

A Summary of changes in capital assets follows:

	<u>Balance 6/30/2005</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance 6/30/2006</u>
Capital assets being depreciated				
Furniture, fixtures and equipment	\$ 43,197	\$13,586	\$ -	\$ 56,783
Less accumulated depreciation	<u>(40,272)</u>	<u>(3,880)</u>	<u>-</u>	<u>(44,152)</u>
Total capital assets, net	<u>\$ 2,925</u>	<u>\$ 9,706</u>	<u>\$ -</u>	<u>\$ 12,631</u>

**NOTE 5      PENSION PLAN**

Substantially all employees of the Concordia Parish Clerk of Court are members of the Louisiana Clerks of court Retirement and Relief Fund, a multiple-employer, public employee retirement system controlled and administered by a separate board of trustees.

CONCORDIA PARISH CLERK OF COURT

*Notes to Financial Statements*

*As of and For the Year Ended June 30, 2006*

**NOTE 5      PENSION PLAN, CONTINUED**

All regular employees earning at least \$100 per month 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 provided death and disability benefits. Benefits are established by state statute.

Contributions to the System include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. State statute requires covered employees to contribute a percentage of their salaries to the System. As provided by Louisiana Revised Statute 11:103, the employer's 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. Members are required to contribute 8.25% of their annual covered salary and the Concordia Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 15.75% of annual covered payroll. The Concordia Parish Clerk of court contributed an entire 24.00%. The Concordia Parish Clerk of court's contributions for the year ending June 30, 2006 was \$71,496 equal to the required contributions of the year.

The Louisiana Clerks of Court Association issues a publicly available Actuarial Valuation and required supplementary information. That information may be obtained by writing to Louisiana Clerks of Court Association, 11745 Bricksome, Suite B-1, Baton Rouge, LA 70816 or by calling (504) 293-1162.

**NOTE 6      DEFERRED COMPENSATION PLAN**

Starting in October 1999, the Clerk of Court employees had the option of becoming participants in the State of Louisiana Deferred Compensation Plan. This Plan was established pursuant to IRC Section 457 and Louisiana R.S. 42:1301-1308. The Plan provides state, parish and municipal employees with the opportunity to invest money on a before-tax basis, using payroll deduction.

The participants may choose the amount to contribute with the maximums defined by the Internal Revenue Code and the investment option(s). The Clerk of Court agreed to match each participant's contribution up to a maximum of 3% for the year ending June 30, 2006.

**NOTE 7      LEASES**

***Operating Leases***

The total payments for operating leases during the year were \$8,915. Lease payments in future years are as follows:

June 30, 2007	<u>\$ 8,915</u>
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CONCORDIA PARISH CLERK OF COURT  
*Notes to Financial Statements*  
*As of and For the Year Ended June 30, 2006*

**NOTE 8      RISK MANAGEMENT**

***General Liability Insurance***

The Clerk of Court is exposed to various risks of loss related to tort, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk of Court purchases commercial insurance policies for any and all claims relating to the above types of risks.

The Clerk's payment of the deductible is the only liability associated with these insurance policies. There has been no significant reduction insurance coverage in the prior year. The amount of settlements has not exceeded insurance coverage for each of the past three fiscal years.

***Health Insurance***

The Clerk of Court provides health and life insurance to employees through the Louisiana Clerk of Court Association. Under this insurance program, the Clerk pays initial premiums based on the level of the employee's participation and has no further liabilities on any claims.

**REQUIRED SUPPLEMENTAL INFORMATION  
(PART II)**

**CONCORDIA PARISH CLERK OF COURT**  
*Statement of Revenues, Expenditures and Changes in Fund Balance*  
*Budget and Actual – Governmental Fund*  
*For the Year Ended June 30, 2006*

<u>Revenues</u>	Original and Final Budget	<u>Actual</u>	Variance Favorable (Unfavorable)
Suits and successions transferred			
from the Advance Deposit Fund	\$ 215,000	\$ 221,335	\$ 6,335
Recording fees	220,000	224,537	4,537
Xerox copies	17,564	24,388	6,824
Fees in criminal cases	30,000	19,667	(10,333)
Certified copies	15,610	14,865	(745)
Interest earned	1,440	2,081	641
Mortgage certificates	14,000	10,995	(3,005)
Court attendance	6,800	8,048	1,248
Cancellations	19,000	19,817	817
Marriage licenses	3,350	3,558	208
Police jury allowance	3,960	4,320	360
Other	17,560	35,371	17,811
Total revenues	<u>564,284</u>	<u>588,982</u>	<u>24,698</u>
<u>Expenditures</u>			
<b>Current-general government:</b>			
Salaries and benefits	338,940	325,212	13,728
Retirement contributions	63,600	71,496	(7,896)
Deferred Compensation	6,300	7,405	(1,105)
Group Insurance	75,000	77,340	(2,340)
Other Insurance	6,000	1,536	4,464
Office supplies and expenses	50,720	59,259	(8,539)
Automotive	11,320	12,856	(1,536)
Telephone	4,000	4,383	(383)
Convention and travel expense	3,000	2,683	317
Capital outlay	2,000	13,587	(11,587)
Total expenditures	<u>560,880</u>	<u>575,757</u>	<u>(14,877)</u>
Excess of revenues over expenditures	3,404	13,225	9,821
Fund balance, beginning of year	91,541	91,541	-
Fund balance, end of year	<u>\$ 94,945</u>	<u>\$ 104,766</u>	<u>\$ 9,821</u>

**REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

# SWITZER, HOPKINS & MANGE

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## INDEPENDENT AUDITORS' 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*

Honorable Clyde R. Webber, Jr.  
Concordia Parish Clerk of Court  
Vidalia, Louisiana

We have audited the accompanying financial statements of the governmental activities, the major fund and the fiduciary activities of Concordia Parish Clerk of Court as of and for the year ended June 30, 2006, which collectively comprise the Concordia Clerk of Court's basic financial statements and have issued our report thereon dated December 27, 2006. We have 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 Concordia 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 financial statements and not to provide assurance on the internal control 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 material weaknesses. 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 general purpose 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 being material weaknesses.

Honorable Clyde R. Webber, Jr.  
Concordia Parish Clerk of Court  
Page Two

Compliance

As part of obtaining reasonable assurance about whether Concordia 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, non compliance 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 object of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that is required to be reported under *Government Auditing Standards*.

This report is intended for the information and use of management and of the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Ferriday, Louisiana  
December 27, 2006

*Switzer, Hopkins & Mange*

Concordia Parish Clerk of Court  
Schedule of Findings and Questioned Costs  
Year Ended June 30, 2006

Summary of Audit Results

***Financial Statements:***

- |  |             |
|--|-------------|
| 1. Type of auditors' report issued on the primary government financial statements:       | Unqualified |
| 2. Internal control over financial reporting:  |             |
| a. Material weakness(es) identified?   | No          |
| b. Reportable condition(s) identified that are not considered to be material weaknesses? | No          |
| 3. Noncompliance material to the primary government financial statements?                | No          |

**Findings – Financial Statement Audit**

NONE

Concordia Parish Clerk of Court  
Schedule of Prior Audit Findings  
Year Ended June 30, 2006  
(Findings Occurred June 30, 2005)

Findings – Financial Statement Audit

Finding 2005-01 – Budget Law Compliance

Finding: Louisiana Revised Statute 39:1311 required the governing authority to monitor expenditures so that they do not exceed 5% of the budgeted expenditures. The Concordia Clerk of Court exceeded the budgeted expenditures of \$502,500 by more than 5% primarily because group insurance, retirement and salaries were more than expected.

Recommendation: We recommend that the Concordia Clerk of Court closely monitor the expenditures during the year so that the budgeted expenditures do not exceed that budgeted amount by more than 5%.

Disposition: This finding has been corrected.