

ST. HELENA PARISH CLERK OF COURT
GREENSBURG, LOUISIANA

ANNUAL FINANCIAL STATEMENTS

As of and for the Year Ended June 30, 2014

PHIL HEBERT
CERTIFIED PUBLIC ACCOUNTANT
A PROFESSIONAL ACCOUNTING CORPORATION

St. Helena Parish Clerk of Court

**Annual Financial Statements
As of and for the Year Ended June 30, 2014
With Supplemental Information Schedules**

Table of Contents

	Statement	Page
Independent Auditor's Report.....		1
Required Supplemental Information (Part I):		
Management's Discussion and Analysis.....		5
Basic Financial Statements:		
Government-Wide Financial Statements:		
Statement of Net Position	A	12
Statement of Activities.....	B	13
Fund Financial Statements:		
Governmental Funds Financial Statements:		
Balance Sheet, Governmental Funds	C	15
Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position	D	16
Statement of Revenues, Expenditures, and Changes in Fund Balances .	E	17
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	F	18
Fiduciary Funds Financial Statement:		
Statement of Fiduciary Net Position – Agency Funds.....	G	19
Notes to the Financial Statements.....		21

St. Helena Parish Clerk of Court

**Annual Financial Statements
As of and for the Year Ended June 30, 2014
With Supplemental Information Schedules**

Required Supplemental Information (Part II):

Schedule of Revenues, Expenditures, and Changes in Fund Balances Budget and Actual - General Fund - Detail	1	38
Schedule of Funding Progress for the Retiree Benefits	2	39

Other Supplemental Information:

Schedule of Changes in Unsettled Deposits Fiduciary Funds - Agency Funds..	3	41
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Other Independent Auditor's Reports and Findings and Recommendations:

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		43
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Schedule of Current Year Audit Findings, Recommendations and Responses.....		45
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MEMBER
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Independent Auditor's Report

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

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, Greensburg, Louisiana, a component unit of the St. Helena Parish Police Jury, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the St. Helena Parish Clerk of Court's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Phil Hebert, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and the schedule of funding progress for the retiree benefits on pages 5 through 10, 38, and 39 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. Helena Parish Clerk of Court's basic financial statements. The schedule of changes in fiduciary unsettled deposits – fiduciary funds are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of changes in fiduciary unsettled deposits – fiduciary funds are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the schedule of changes in fiduciary unsettled deposits – fiduciary funds are fairly stated in all material respects in relation to the basic financial statements as a whole.

Phil Hebert, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated December 1, 2014, on my consideration of St. Helena Parish Clerk of Court's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering St. Helena Parish Clerk of Court's internal control over financial reporting and compliance.

Respectfully submitted,

Phil Hebert

Phil Hebert, CPA
A Professional Accounting Corporation
December 1, 2014

Required Supplemental Information (Part I)
Management's Discussion and Analysis

**St. Helena Parish Clerk of Court
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2014**

Introduction

The St. Helena Parish Clerk of Court is pleased to present its Annual Financial Statements developed in compliance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - Management's Discussion and Analysis - For State and Local Governments* (GASB 34), as amended. The amendment of GASB 34, including the adoption of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and applicable standards are more fully described in Footnote 1 – *Summary of Significant Accounting Policies*.

The Clerk's discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Clerk's financial activity, (c) identify changes in the Clerk's financial position, (d) identify any significant variations from the Clerk's financial plan, and (e) identify individual fund issues or concerns.

Since Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the Clerk's financial statements on pages 11 through 18 of this report.

Financial Highlights

At June 30, 2014, the Clerk's assets exceeded its liabilities by \$20,422 (net position). Of this amount, \$20,422 was unrestricted and available to support short-term operations.

For the year ended June 30, 2014, the Clerk's total net position decreased by \$12,857.

The Clerk's program revenues increased by \$94,032 to \$518,303, as compared to \$424,271 for the prior fiscal year.

The Clerk's program expenses increased by \$38,850 to \$531,317, as compared to \$492,467 for the prior fiscal year.

Overview of the Annual Financial Report

The financial statement focus is on both the Clerk as a whole and on the major individual funds. Both perspectives, government-wide and major funds, allow the user to address relevant questions, broaden a basis for comparison, and enhance the Clerk's accountability. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The MD&A is intended to serve as an introduction to the Clerk's basic financial statements, which consist of 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.

**St. Helena Parish Clerk of Court
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2014**

Government-Wide Financial Statements

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

The Statement of Net Position presents information on the Clerk's assets and liabilities using the accrual basis of accounting, in a manner similar to the accounting used by private business enterprises. The difference between the assets and liabilities is reported as net position. Over time, the increases or decreases in net position and changes in the components of net position may serve as a useful indicator of whether the financial position of the Clerk is improving or deteriorating.

The Statement of Activities presents information showing how the Clerk's net position changed during the most recent fiscal year, focusing on both the gross and net costs of various activities that are supported by the Clerk's various revenues. This is intended to summarize and simplify the reader's analysis of the cost of various governmental services.

In both of the government-wide financial statements, the Clerk's activities are of a single type:

Governmental activities - Most of the Clerk's basic services are reported here, and are financed primarily through charges for services.

The government - wide financial statements can be found on pages 11 and 12 of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related and legal requirements. The Clerk uses two categories of funds to account for financial transactions: governmental funds and fiduciary funds. Traditional users of governmental financial statements will find the fund financial statements presentation more familiar.

Governmental funds are used to account for most of the Clerk's basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances that are left at year-end that are available for spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Clerk's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk's programs. The basic governmental fund financial statements can be found on pages 14 through 17 of this report.

Fiduciary funds are used to account for assets held on behalf of outside parties. 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 others. These funds are custodial in nature and do not involve measurement of results of operations. The basic fiduciary fund financial statement can be found on page 18 of this report.

**St. Helena Parish Clerk of Court
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2014**

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for government funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the Clerk's more immediate decisions on the current use of financial resources. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The following table provides a summary of the Clerk's net position for the current year as compared to the prior year. For more detailed information, see the Statement of Net Position on page 11 in this report.

	<u>Governmental Activities</u>		<u>Dollar Change</u>	<u>% Change</u>
	<u>2014</u>	<u>2013</u>		
Assets:				
Current and Other Assets	\$ 109,309	\$ 109,230	\$ 79	-
Total Assets	<u>109,309</u>	<u>109,230</u>	<u>79</u>	<u>-</u>
Liabilities:				
Other Liabilities	11,712	10,508	1,204	11%
Long Term Liabilities	77,175	65,443	11,732	18%
Total Liabilities	<u>88,887</u>	<u>75,951</u>	<u>12,936</u>	<u>17%</u>
Net Position				
Unrestricted	\$ 20,422	\$ 33,279	\$ (12,857)	-39%
Total Net Position	<u>20,422</u>	<u>33,279</u>	<u>(12,857)</u>	<u>-39%</u>

100 percent of the Clerk's net position is unrestricted and may be used to meet the Clerk's ongoing obligations to its citizens.

At the end of the current fiscal year, the Clerk was able to report positive balances in its sole category of net position for governmental activities. The same held true for the prior fiscal year.

The Clerk's activities decreased its total net position by \$12,857.

**St. Helena Parish Clerk of Court
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2014**

In order to further understand what makes up the changes in net position, the following table provides a summary of the results of the Clerk's activities for the current year as compared to the prior year. An analysis of the primary sources of these changes follows the table.

	Governmental Activities		Dollar Change	% Change
	2014	2013		
Revenues:				
Program Revenues:				
Charges for Services	\$ 518,303	\$ 424,271	\$ 94,032	22%
General Revenues				
Interest Income	157	270	(113)	-42%
Total revenues	<u>518,460</u>	<u>424,541</u>	<u>93,919</u>	22%
Expenses:				
General Government	531,317	492,467	38,850	8%
Total Expenses	<u>531,317</u>	<u>492,467</u>	<u>38,850</u>	8%
Change in Net Position	(12,857)	(67,926)	55,069	-81%
Net Position, Beginning	33,279	101,205	(67,926)	-67%
Net Position, Ending	<u>\$ 20,422</u>	<u>\$ 33,279</u>	<u>\$ (12,857)</u>	-39%

Governmental Activities

The Clerk's governmental net position decreased by \$12,857, or 39% of the prior year ending net position, to \$20,422. This difference is caused by a \$94,032 increase in revenues and a \$38,850 increase in expenses.

Revenues increased in the current year primarily due to an increase of copy fees of \$48,221, recording fees of \$32,416, civil fees of \$8,279, and other revenues of \$6,518.

The increase in expenses is due primarily to increases in salary of \$16,800, accounting and auditing fees of \$10,335, retirement of \$6,722, birth certificate expenses \$3,872, and OPEB expense of \$2,303.

**St. Helena Parish Clerk of Court
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2014**

Fund Financial Analysis

As noted earlier, the Clerk uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Clerk's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Clerk's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Clerk's net resources available for spending at the end of the year.

At the end of the current year, the Clerk's governmental funds reported an ending fund balance of \$97,597 all of which was available for spending at the Clerk's discretion. This represents a decrease of \$1,125 or 1% of the prior year's ending balance.

Fiduciary Funds

Fiduciary fund reporting focuses on net position and changes in net position. 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 others. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Governmental Fund Budgetary Highlights

The St. Helena Parish Clerk of Court is required to demonstrate legal compliance by adopting and amending its budget in accordance with provisions of the Local Government Budget Act. State law requires that actual revenues and other sources not be less than five percent of budgeted revenues and other sources, and actual expenditures and other uses not be greater than five percent of budgeted expenditures and other uses. The Clerk's General Fund was in compliance with the Local Government Budget Act for the fiscal year ending June 30, 2014.

For the general fund, final actual revenue amounts exceeded budgeted revenues by \$18,365. Final actual expenditure amounts were below budgeted expenditures by \$12,735.

**St. Helena Parish Clerk of Court
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2014**

Capital Assets

At the end of the fiscal year ending June 30, 2014, St. Helena Parish Clerk of Court's capital assets were fully depreciated. The following table provides a summary of the Clerk's capital assets (net of depreciation) at the end of the current year as compared to the prior year. For more detailed information, see Note 5 to the financial statements in this report.

	Governmental Activities	
	2014	2013
Capital Assets:		
Furniture and Fixtures	\$ 1,899	\$ 1,899
Computer and Software	70,949	70,949
Equipment	153	153
Less: Accumulated Depreciation	(73,001)	(73,001)
Capital Assets, Net	\$ -	\$ -

The Clerk did not have any asset additions or disposals during the current year.

Other Factors Affecting the Clerk

The St. Helena Parish Clerk of Court's management approach is conservative. The Clerk actively monitors revenues and expenses and attempts to provide services for the office based on existing revenues.

Contacting the Clerk's Financial Management

This financial report is designed to provide the Clerk's user with a general overview of the Clerk's finances and show the Clerk's accountability for the money it receives. Questions regarding this report or requests for additional information should be addressed to the St. Helena Parish Clerk of Court at Post Office Box 308, Greensburg, Louisiana 70441, telephone (225) 222-4514.

Basic Financial Statements
Government-Wide Financial Statements

St. Helena Parish Clerk of Court

Statement A

Statement of Net Position
As of June 30, 2014

	<u>Governmental Activities</u>
Assets:	
Current Assets:	
Cash and Cash Equivalents	\$ 81,719
Investments	25,316
Receivables, Net	
Accounts Receivable	2,274
Total Current Assets	<u>109,309</u>
Total Assets	<u>109,309</u>
Liabilities:	
Current Liabilities:	
Accounts Payable	<u>11,712</u>
Total Current Liabilities	<u>11,712</u>
Long Term Liabilities	
Other Post-Employment Benefits	<u>77,175</u>
Total Long Term Liabilities	<u>77,175</u>
Total Liabilities	<u>88,887</u>
Net Position	
Unrestricted	<u>20,422</u>
Total Net Position	<u>\$ 20,422</u>

The accompanying notes are an integral part of this statement.

St. Helena Parish Clerk of Court

Statement B

**Statement of Activities
For the year ended June 30, 2014**

	<u>Expenses</u>	<u>Program Revenues</u>	<u>Net (Expenses) Revenues and Change in Net Position</u>
		<u>Charges for Services</u>	<u>Governmental Activities</u>
Governmental Activities:			
General Government	\$ 531,317	\$ 518,303	\$ (13,014)
Total Governmental Activities	<u>531,317</u>	<u>518,303</u>	<u>(13,014)</u>
 General Revenues:			
Interest Income			<u>157</u>
Total General Revenue			<u>157</u>
 Change in Net Position			<u>(12,857)</u>
Net Position, Beginning			<u>33,279</u>
Net Position, Ending			<u><u>\$ 20,422</u></u>

The accompanying notes are an integral part of this statement.

Basic Financial Statements
Fund Financial Statements

St. Helena Parish Clerk of Court

Statement C

Balance Sheet, Governmental Funds
As of June 30, 2014

	<u>General Fund</u>
Assets:	
Cash and Cash Equivalents	\$ 81,719
Investments	25,316
Receivables, Net	
Accounts Receivable	2,274
Total Assets	<u>\$ 109,309</u>
Liabilities and Fund Balances:	
Liabilities:	
Accounts Payable	\$ 985
Other Accrued Liabilities	10,727
Total Liabilities	<u>11,712</u>
Fund Balances:	
Unassigned Fund Balances	97,597
Total Fund Balances	<u>97,597</u>
Total Liabilities and Fund Balances	<u>\$ 109,309</u>

The accompanying notes are an integral part of this statement.

St. Helena Parish Clerk of Court

Statement D

**Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Statement of Net Position
As of June 30, 2014**

Fund Balances, Total Governmental Funds (Statement C)	\$ 97,597
Amounts reported for governmental activities in the Statement of Net Position are different because:	
OPEB liability is not payable in the current period, nor reported in the funds.	(77,175)
Net Position of Governmental Activities (Statement A)	<u>\$ 20,422</u>

The accompanying notes are an integral part of this statement.

St. Helena Parish Clerk of Court

Statement E

**Statement of Revenues, Expenditures and Change in Fund Balance
For the year ended June 30, 2014**

	<u>General Fund</u>
Revenues:	
Court Costs, Fees and Charges	\$ 246,368
Fees for recording Legal Documents	147,923
Fees for Certified Copies	96,133
Interest Earnings	157
Licenses and Permits	6,879
Other Revenues	-
Clerk's Supplemental Pay	21,000
Total Revenues	<u>518,460</u>
 Expenditures:	
General Government:	
Accounting Fees	17,415
Birth Certificates	9,014
Clerk of Court Expenses	70
Conventions	742
Dues and Subscriptions	2,471
Election Expense	358
Travel	245
Insurance	2,272
Insurance, Health	57,101
Insurance, Worker's Comp	912
Marriage License Fees	641
Miscellaneous	13,126
Office Supplies	2,365
Payroll Taxes	4,874
Postage	2,999
Retirement	60,148
Salaries	336,193
Supplemental Pay	4,944
Telephone	3,695
Total Expenditures	<u>519,585</u>
 Net Change in Fund Balance	 (1,125)
Fund Balances, Beginning	<u>98,722</u>
Fund Balances, Ending	<u>\$ 97,597</u>

The accompanying notes are an integral part of this statement.

St. Helena Parish Clerk of Court

Statement F

**Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the year ended June 30, 2014**

Net Change in Fund Balances, Total Governmental Funds, Statement E \$ (1,125)

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

The net change in the liability for OPEB is reported in the government-wide
statements, but not in the governmental fund statements. (11,732)

Change in Net Position of Governmental Activities, Statement B \$ (12,857)

The accompanying notes are an integral part of this statement.

St. Helena Parish Clerk of Court

Statement G

**Statement of Fiduciary Net Position - Agency Funds
As of June 30, 2014**

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Total Agency Funds</u>
Assets:			
Cash and Cash Equivalents	\$ 97,199	\$ 195,328	\$ 292,527
Total Assets	<u>97,199</u>	<u>195,328</u>	<u>292,527</u>
Liabilities:			
Due to Taxing Bodies and Others	<u>97,199</u>	<u>195,328</u>	<u>292,527</u>
Total Liabilities	<u>97,199</u>	<u>195,328</u>	<u>292,527</u>
Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

Basic Financial Statements
Notes to the Financial Statements

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

Introduction

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

1. Summary of Significant Accounting Policies

A. Basis of Presentation

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

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

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

B. Reporting Entity

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

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

C. Fund Accounting

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

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

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

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

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

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

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

D. Measurement Focus/Basis of Accounting

Fund Financial Statements (FFS)

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

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

Revenues

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

Expenditures

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

Other Financing Sources (Uses)

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

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

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

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

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

E. Budgets

The Clerk of Court uses the following budget practices:

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

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

F. Cash, Cash Equivalents and Investments

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

Investments are reported at fair market value. Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the Clerk's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. At June 30, 2014, the Clerk had a certificate of deposit with an original maturity that exceeded 90 days in the amount of \$25,316 Interest earned on the certificate is paid to the General Fund upon maturity. The certificate of deposit is classified as an investment.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

G. Inventories and Prepaid Items

The Clerk uses the purchase method for accounting for expendable supplies whereby expenditures are recognized when the items are purchased. The Clerk did not record any inventory at June 30, 2014. Certain payments for insurance reflect cost applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. However, the Clerk did not record any prepaid items at June 30, 2014.

H. Receivables and Payables

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

I. Capital Assets

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

Capital assets are recorded in the Statement of Net Position and the 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>
Furniture and Fixtures	7 Years
Equipment	5 Years
Computers and Software	5 Years

J. Compensated Absences

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

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

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

K. Restricted Net Position

For the government-wide statement of net position, net position is reported as restricted when constraints placed on net position use are either:

- a) externally imposed by creditors (such as debt covenants), grants contributors, or laws or regulations of other governments; or
- b) imposed by law through constitutional provisions or enabling legislation

L. Net Position and Fund Equity

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

Net Investment in Capital Assets Component of Net Position

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

Restricted Component of Net Position

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

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

Unrestricted Component of Net Position

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

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

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

Non-spendable. These are amounts that cannot be spent either, because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.

Restricted. These are amounts that can be spent only for specific purposes, because of constitutional provisions, enabling legislation or constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed. These are amounts that can be used only for specific purposes determined by a formal decision of the highest level of decision making authority, which is the Board. To be reported as committed amounts, they cannot be used for any other purposes unless the government takes the same highest level action to remove or change the constraint.

Assigned. These are amounts that do not meet the criteria to be classified as restricted or committed, but are intended to be used for specific purposes.

Unassigned. These are all other spendable amounts that are available for any purpose, based on the discretion of the Board. Positive amounts are reported only in the general fund.

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

M. Extraordinary and Special Items

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

N. Estimates

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

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

O. Reconciliations of Government-Wide and Fund Financial Statements

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

P. Long-Term Offerings

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. Bond premiums and discounts, as well as issuance costs, were previously deferred and amortized over the life of the bonds using the effective interest method. Bonds payable were reported net of the applicable bond premium or discount.

The Clerk adopted GASB 65 for the fiscal year end December 31, 2012, which required governmental entities to expense bond issuance costs in the period incurred. The Clerk also adopted GASB 63, which has changed net assets to net position and utilizes deferred inflows and outflows.

In the fund financial statements, governmental fund types recognize bond premiums and discounts as well as bond issuance costs during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are now expended in the period occurred under GASB 65.

2. Cash and Cash Equivalents

At June 30, 2014, the Clerk has cash and cash equivalents (book balances) as follows:

Demand Deposits	\$ 138,866
Louisiana Asset Management Pool (LAMP)	235,380
	<u>\$ 374,246</u>

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

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, 2014, the Clerk has \$178,006 in deposits (collected bank balances) other than LAMP. These deposits are secured from risk by \$250,000 of federal deposit insurance.

At June 30, 2014, the Clerk had \$235,380 in deposits in LAMP. In accordance with GASB Codification Section 150.165, the assets held in LAMP at June 30, 2014, are not categorized in the three risk categories provided by GASB Codification Section 150.164 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. The investment in LAMP is stated at the value of the pool shares, which is the same as the fair value, and has been categorized as cash equivalents. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprising the State Treasurer, representatives from various organizations of local government, the Government Finance Office Association of Louisiana, and the Society of Louisiana CPAs. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest.

LAMP is subject to the regulator oversight of the State Treasurer and the Board of Directors. LAMP is not registered with the SEC as an investment company.

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

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

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

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

1. Credit risk: LAMP is rated AAAm by Standard and Poor's
2. Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment pool, not the securities that make up the pool; therefore, no disclosure is required.
3. Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.
4. Interest rate risk: 2a7-like investment pools are excluded from this disclosure requirement per paragraph 15 of the GASB 40 statement. However, LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days. The WAM for LAMP's total investments, as provided by LAMP, is 60 days as of June 30, 2014.
5. Foreign currency risk: Not applicable to 2a7-like pools.

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

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

3. Investments

Investments are categorized into these three categories of credit risk:

Insured or registered, or securities held by the Clerk or its agent in the Clerk's name

Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Clerk's name

Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Clerk's name

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

At June 30, 2014, the Clerk had only one investment in a certificate of deposit for \$25,316. It is considered a category 1 type investment and is secured from risk by \$25,316 of federal deposit insurance.

In accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, all investments are carried at fair market value, with the estimated fair market value based on quoted market prices.

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

4. Receivables

The receivable of \$2,274, at June 30, 2014, is as follows:

Charges for Services	\$ <u>2,274</u>
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The Clerk considers all receivables to be collectible; therefore, no allowance has been set up for doubtful accounts.

5. Capital Assets

Capital assets and depreciation activity as of and for the year ended June 30, 2014 for governmental activities is as follows:

Governmental Activities Capital Assets:	Beginning Balance	Increases	Decreases	Ending Balance
Furniture and Fixtures	\$ 1,899	\$ -	\$ -	\$ 1,899
Computers and Software	70,949	-	-	70,949
Equipment	153	-	-	153
Total Capital Assets Being Depreciated	<u>73,001</u>	<u>-</u>	<u>-</u>	<u>73,001</u>
Total Accumulated Depreciation	<u>73,001</u>	<u>-</u>	<u>-</u>	<u>73,001</u>
Total Governmental Activities Capital Assets, Net	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

6. Retirement System

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

All regular employees who are under the age of 60 at the time of original employment are required to Participate in the System. Employees hired on or before December 31, 2010, who retire at or after age 55

with at least 12 years of credited service are entitled to retirement benefits, payable monthly for life, equal to 3 percent of their monthly average final compensation for each year of credited service accrued on and before June 30, 1999; and 3 1/3 percent of their monthly average final compensation for each year of credited service accrued on and after July 1, 1999, not to exceed 100 percent of their final-average salary. Employees hired on or after January 1, 2011, who retire at or after age 60 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their monthly average final compensation, not to exceed 100 percent of their final average salary. Monthly average final compensation means the average of a member's monthly salary during the *highest compensated sixty consecutive months or successive joined months if service was interrupted*. However, the salary to be considered for the thirteenth through the twenty-fourth month may not exceed one hundred ten percent of the salary for the first through the twelfth month. The salary to be considered for the twenty-fifth through the thirty-sixth month may not exceed one hundred ten percent of the salary for the thirteenth through the twenty-fourth month. The salary to be considered for the thirty-seventh through the forty-eighth month may not exceed one hundred ten percent of the salary for the twenty-fifth through the thirty-sixth month. The salary to be considered for the forty-ninth through the sixtieth month may not exceed one hundred ten percent of the salary for the thirty-seventh through the forty-eighth month.

The system also provides death and disability benefits. Benefits are established and amended by state statute.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk of Court is required to contribute at an actuarially determined rate. The rate, at June 30, 2014, is 19 percent of annual covered payroll. Contributions to the System also included one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. Helena Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. Helena Parish Clerk of Court's contributions to the System for the years ended June 30, 2014, 2013, and 2012, were \$60,148, \$53,426 and \$40,214 respectively, equal to the required contributions for each year.

The System issues an annual publicly available financial report that includes financial statements and required supplemental information for the System. That report may be obtained by writing to the

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

Louisiana Clerk of Court's Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

7. Other Post-Employment Benefits

Plan Description: The Clerk's defined benefit postemployment health care plan ("the Retiree Health Plan") provides medical, dental and life insurance benefits to eligible retired employees and their beneficiaries. The Retiree Health Plan is affiliated with the Louisiana Clerks of Court Insurance Trust ("LCCIT"), an agent multiple-employer postemployment healthcare plan administered by the Louisiana Clerks of Court Association. To be eligible to continue coverage after retirement, an employee that was hired prior to 1/1/2011 must be at least 55 with 12 years of service. Employees hired 1/1/2011 and later are eligible for retirement at age 60 with 12 years of service. As of July 1, 2012, the date of the most recent actuarial valuation, there was 1 retiree and surviving spouse and 5 active employees in the retirement plan.

Funding Policy: The contribution requirements of plan members and the Clerk are established and may be amended by the LCCIT board of trustees. The Clerk contributes 50% of the cost of the current -year premiums for eligible retired plan members and 0% of the cost for retired plan members' spouses and dependent children. For June 30, 2014, the Clerk contributed \$9,042 to the plan and the retirees contributed \$8,103.

Fund Policy: The plan is financed on a pay-as-you go basis, therefore no funds are reserved for payment of future premiums.

Annual OPEB Cost and Net OPEB Obligation: For June 30, 2014, the Clerk's annual other postemployment benefit ("OPEB") cost (expense) is calculated based on the annual required contribution of the employer ("ARC"), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents the level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Clerk's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Clerk's net OPEB obligation to the Retiree Health Plan:

Annual Required Contribution	\$ 21,921
Interest on Net OPEB Obligation	2,291
Adjustment to Annual Required Contribution	<u>(3,438)</u>
Annual OPEB Cost (Expense)	20,774
Contributions Made	<u>(9,042)</u>
Increase in Net OPEB Obligation	11,732
Net OPEB Obligation, Beginning of Year	<u>65,443</u>
Net OPEB Obligation, End of Year	\$ <u><u>77,175</u></u>

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

The Clerk's annual OPEB costs, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligations are as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2012	\$21,541	40.40%	\$56,014
6/30/2013	\$20,939	55.00%	\$65,443
6/30/2014	\$20,774	43.50%	\$77,175

Funded Status and Funding Progress: As of June 30, 2014, the funded status and funding progress was as follows:

Actuarial Accrued Liability (AAL)	\$ 252,177
Actuarial Value of Plan Assets	<u> -</u>
Unfunded Act. Accrued Liability (UAAL)	\$ 252,177
Funded Ratio (Act. Val. Assets/AAL)	0%
Covered Payroll (active plan members)	\$ 318,881
UAAL as a percentage of covered payroll	79%

Methods and Assumptions: The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funding status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for the benefits.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) at the time of the valuation and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to the point. The actuarial methods and assumptions used include techniques that are designed to reduce short term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2012 actuarial valuation, the unit credit cost method was used. Based on the Clerk's short-term investment portfolio, a discount rate of 3.5% was used. In addition, the actuarial assumptions included an annual healthcare cost trend rate of 9% initially, reduced by decrements to an ultimate rate of 5.5% after 15 years. The Clerk's unfunded actuarial liability is being amortized as a level dollar, open basis over 30 years.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

Additional assumptions used in the valuation included the following: Employee turnover rates are based on the CCRRF pension plan valuation table. The mortality rate was based on the RP-2000 Combined Healthy Mortality Table, projected to 2013 using Scale AA. Age-adjusted premiums were used for medical and dental claims costs; they were derived from the average of the 2012 and 2013 premiums, trended to the valuation date and adjusted for the risk characteristics of the group. Actual premiums were used for the Medicare supplement and vision claims costs. Retirement rates were based on the CCRRF pension plan valuation. Current retirees were assumed to continue with their current benefits. 90% of the future eligible retirees were assumed to choose to continue their current medical, dental, and vision benefits at retirement. 100% of future eligible retirees were assumed to continue their life insurance benefits at retirement. For current retirees, current marital status was assumed to continue. For future retirees, 25% were assumed to have a covered spouse. Dependent children were excluded.

There are no plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Statement 45 will be used.

8. Accounts and Other Payables

	<u>General Fund</u>	<u>Fiduciary Fund</u>	<u>Total</u>
Accounts	\$ 11,712	\$ -	\$ 11,712
Held in Trust for Taxing Bodies and Others	-	292,527	292,527
Total Current Payables	<u>\$ 11,712</u>	<u>\$ 292,527</u>	<u>\$ 304,239</u>

9. Short-Term Debt

The Clerk did not have any short-term debt at June 30, 2014.

10. Leases

The Clerk did not have any leases at June 30, 2014.

11. Long-Term Obligations

The Clerk did not have any long-term obligations at June 30, 2014, except for the unfunded OPEB obligation as described in Note 7.

12. Risk Management

The Clerk is exposed to various risks of loss related to theft, damage, or destruction of assets, torts, injuries, natural disasters, and many other unforeseeable events. The Clerk purchases commercial insurance policies and bonds for any and all claims related to the aforementioned risks. The Clerk's payment of the insurance policy deductible is the only liability associated with these policies and bonds.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2014**

There has been no significant decrease in insurance coverage from the prior year, and the amount of settlements has not exceeded the insurance coverage for the past three fiscal years.

13. Contingent Liabilities

At June 30, 2014, the Clerk was not involved in any outstanding litigation or claims requiring accrual or disclosure.

14. On-Behalf Payments

For the year ended June 30, 2014, the Clerk received \$21,000 from the Clerk's Supplemental Compensation Fund. The payments are recorded as Clerk's Supplemental Compensation revenue and as salaries in the General Fund.

15. Subsequent Events

Subsequent events have been evaluated through December 1, 2014, the date the financial statements were available to be issued. The following event was noted that requires disclosure in the financial statements for the fiscal year ending June 30, 2014:

The St. Helena Parish Clerk of Court was approved of a grant by the Louisiana Supreme Court in the amount of \$65,632 to be used for the purchase of a complete replacement case management system. The new system will provide new data sharing capabilities and comply with the requirements of Acts 403/404 of the 2013 legislative session.

Required Supplemental Information (Part II)

St. Helena Parish Clerk of Court

Schedule 1

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
 General Fund - Detail
 For the year ended June 30, 2014

	Budgeted Amounts		Actual Amounts GAAP Basis	Variance Favorable (Unfavorable)
	Original	Final		
Revenues				
Court Costs, Fees and Charges	\$ 277,950	\$ 241,000	\$ 246,368	\$ 5,368
Fees for Recording Legal Documents	132,000	140,000	147,923	7,923
Fees for Certified Copies	55,000	85,000	96,133	11,133
Interest Earnings	100	95	157	62
Licenses and Permits	7,050	2,000	6,879	4,879
Other Revenues	3,000	11,000	-	(11,000)
Clerk's Supplemental Pay	21,000	21,000	21,000	-
Total Revenues	496,100	500,095	518,460	18,365
Expenditures				
Accounting Fees	10,000	20,000	17,415	2,585
Birth certificates	4,800	8,750	9,014	(264)
Conventions	900	900	742	158
Dues and Subscriptions	2,450	2,470	2,471	(1)
Election Expense	4,000	12,500	358	12,142
Travel	900	13,000	245	12,755
Insurance	2,275	2,500	2,272	228
Insurance, Health	71,600	64,000	57,101	6,899
Insurance, Worker's Comp	950	1,000	912	88
Marriage License Fees	350	500	641	(141)
Miscellaneous	1,100	500	13,196	(12,696)
Office Supplies	2,500	2,700	2,365	335
Payroll Taxes	4,700	5,000	4,874	126
Postage	1,750	3,000	2,999	1
Retirement	54,500	60,500	60,148	352
Salaries	322,150	325,500	336,193	(10,693)
Supplemental Pay	5,500	5,500	4,944	556
Telephone	3,600	4,000	3,695	305
Total Expenditures	494,025	532,320	519,585	12,735
Net Change in Fund Balances	2,075	(32,225)	(1,125)	31,100
Fund Balances, Beginning	96,983	98,722	98,722	-
Fund Balances, Ending	\$ 99,058	\$ 66,497	\$ 97,597	\$ 31,100

See Auditor's Report.

St. Helena Parish Clerk of Court

Schedule 2

**Schedule of Funding Progress for the Retiree Benefits
June 30, 2014**

Actuarial Valuation Date	Actuarial Value of assets (a)	Actuarial Accrued Liability (AAL)-Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
6/30/2009	\$ -	\$ 245,674	\$ 245,674	0.00%	\$ 214,889	114.30%
6/30/2012	\$ -	\$ 252,177	\$ 252,177	0.00%	\$ 282,945	89.10%

GASB 45 requires the presentation of the above information for the most recent actuarial valuation and the two preceding valuations. The Clerk adopted GASB Statement No. 45 in the year ending June 30, 2010, and as such, the June 30, 2009 valuation was the Clerk's first actuarial valuation. For the year ending June 30, 2014, the Clerk was not required to and did not have an actuarial valuation done.

See Auditor's Report

Other Supplemental Information

St. Helena Parish Clerk of Court

Schedule 3

Schedule of Changes in Unsettled Deposits
 Fiduciary Funds - Agency Funds
 For the year ended June 30, 2014

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Total</u>
Unsettled Deposits, Beginning of Year	\$ 69,166	\$ 223,976	\$ 293,142
Additions:			
Suits and Successions	185,112	500	185,612
Judgements	-	-	-
Interest Earned	18	274	292
Total Additions	<u>185,130</u>	<u>774</u>	<u>185,904</u>
Reductions:			
Clerk's Costs	23,277	-	23,277
Settlements to Litigants	-	-	-
Civil Fees	125,536	-	125,536
Sheriff's Fees	8,060	-	8,060
Other Reductions	224	29,422	29,646
Total Reductions	<u>157,097</u>	<u>29,422</u>	<u>186,519</u>
Unsettled Deposits, End of Year	<u>\$ 97,199</u>	<u>\$ 195,328</u>	<u>\$ 292,527</u>

**Other Independent Auditor's Reports and
Findings and Recommendations**

Phil Hebert, CPA

MEMBER
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Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

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

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, Greensburg, Louisiana, a component unit of the St. Helena Parish Police Jury, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the St. Helena Parish Clerk of Court's basic financial statements, and have issued my report thereon dated December 1, 2014.

Internal Control over Financial Reporting

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Phil Hebert, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

Compliance and Other Matters

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

Purpose of this Report

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

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

Phil Hebert

Phil Hebert, CPA
A Professional Accounting Corporation

December 1, 2014

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

**Schedule of Current Year Audit Findings, Recommendations and Responses
For the Year Ended June 30, 2014**

I have audited the basic financial statements of the St. Helena Parish Clerk of Court as of and for the year ended June 30, 2014, and have issued my report thereon dated December 1, 2014. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My audit of the financial statements as of June 30, 2014 resulted in an unmodified opinion.

Section I - Summary of Auditor's Reports

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

Internal Control

Material Weakness, No

Significant Deficiencies, No

Compliance

Compliance Material to Financial Statements, No

b. Federal Awards

Not Applicable

Was a management letter issued? No

Section II - Financial Statement Findings

None