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

Financial Report

Year Ended June 30, 2000

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 1-31-01

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report	1-2
GENERAL PURPOSE FINANCIAL STATEMENTS (COMBINED STATEMENTS - OVERVIEW)	
Combined balance sheet - all fund types and account group	4
Statement of revenues, expenditures, and changes in fund balance - budget (GAAP basis) and actual - governmental fund type - General Fund	5
Notes to financial statements	6-12
SUPPLEMENTAL INFORMATION	
SCHEDULES OF INDIVIDUAL FUNDS	
General Fund:	
Comparative balance sheet	16
Statement of revenues compared to budget (GAAP basis)	17
Statement of expenditures compared to budget (GAAP basis)	18
Agency Funds:	
Combining balance sheet	20
Combining statement of changes in assets and liabilities	21-22
COMPLIANCE AND INTERNAL CONTROL	
Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>	24-25
Summary schedule of audit results	26
Summary schedule of prior audit findings	27-28
Corrective action plan for current year findings	29-30

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INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying general purpose financial statements of the St. John the Baptist Parish Clerk of Court (Clerk), a component unit of the St. John the Baptist Parish Government, as of and for the year ended June 30, 2000 as listed in the table of contents. These general purpose financial statements are the responsibility of the St. John the Baptist Parish Clerk of Court. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards and 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 general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Clerk of Court, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Due to the inadequacy of accounting records for the years beginning prior to July 1, 1999, we were unable to form an opinion regarding the amount at which furniture, fixtures, and equipment is recorded in the accompanying balance sheet as of June 30, 2000 (stated at \$258,135).

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able perform the necessary audit procedures on the beginning balance of furniture, fixtures, and equipment, or had we been able to satisfy ourselves as to the beginning balance of furniture, fixtures, and equipment by other auditing procedures, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the St. John the Baptist Parish Clerk of Court, as of June 30, 2000, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the St. John the Baptist Parish Clerk of Court. Such information has been subjected to the

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auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with Government Auditing Standards, we have also issued a report dated August 2, 2000 on our consideration of the St. John the Baptist Parish Clerk of Court's internal control over financial reporting and our tests on certain provisions of its compliance with laws and regulations, contracts and grants.

Kolder, Champagne, Slaven & Rainey, LLC
Certified Public Accountants

Morgan City, Louisiana
August 2, 2000

**GENERAL PURPOSE FINANCIAL STATEMENTS
(COMBINED STATEMENTS - OVERVIEW)**

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

Combined Balance Sheet
All Fund Types and Account Group
June 30, 2000

	Governmental Fund Type General	Fiduciary Fund Type Agency	Account Group General Fixed Assets	Totals (Memorandum Only)
ASSETS				
Cash and interest bearing deposits	\$ 117,381	\$ 1,150,491	\$ -	\$ 1,267,872
Receivables:				
Accounts receivable	35,852	-	-	35,852
Interest receivable	-	13,471	-	13,471
Due from other funds	762	3,582	-	4,344
Furniture, fixtures, and equipment	-	-	258,135	258,135
 Total assets	 \$ 153,995	 \$ 1,167,544	 \$258,135	 \$ 1,579,674
LIABILITIES, FUND EQUITY AND OTHER CREDITS				
Liabilities:				
Accounts payable	\$ 4,075	\$ -	\$ -	\$ 4,075
Due to litigants	-	1,166,782	-	1,166,782
Due to other funds	3,582	762	-	4,344
Total liabilities	7,657	1,167,544	-	1,175,201
Fund equity and other credits:				
Investment in general fixed assets	-	-	258,135	258,135
Fund balance -				
Unreserved and undesignated	146,338	-	-	146,338
Total fund balance	146,338	-	-	146,338
 Total fund equity and other credits	 146,338	 -	 258,135	 404,473
 Total liabilities, fund equity and other credits	 \$ 153,995	 \$ 1,167,544	 \$258,135	 \$ 1,579,674

The accompanying notes are an integral part of this statement.

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

Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget (GAAP Basis) and Actual
Governmental Fund Type - General Fund
Year Ended June 30, 2000

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
Revenues:			
Licenses and permits	\$ 4,353	\$ 4,798	\$ 445
Intergovernmental	55,071	46,715	(8,356)
Fees, charges, and commissions for services -			
Court costs, fees, and charges	170,454	160,975	(9,479)
Fees for recording legal documents	733,764	823,390	89,626
Fees for certified copies	45,308	48,050	2,742
Use of money and property - interest earnings	<u>43,832</u>	<u>35,525</u>	<u>(8,307)</u>
Total revenues	<u>1,052,782</u>	<u>1,119,453</u>	<u>66,671</u>
Expenditures:			
Current -			
Personal services and related benefits	915,031	959,264	(44,233)
Operating services	233,922	215,170	18,752
Materials and supplies	63,714	59,346	4,368
Capital outlay	<u>6,039</u>	<u>5,295</u>	<u>744</u>
Total expenditures	<u>1,218,706</u>	<u>1,239,075</u>	<u>(20,369)</u>
Excess of revenues over expenditures	(165,924)	(119,622)	46,302
Fund balance, beginning of year	<u>265,960</u>	<u>265,960</u>	<u>-</u>
Fund balance, end of year	<u>\$ 100,036</u>	<u>\$ 146,338</u>	<u>\$46,302</u>

The accompanying notes are an integral part of this statement.

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

Notes to Financial Statements

(1) Summary of Significant Accounting Policies

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

The accounting and reporting policies of the St. John the Baptist Parish Clerk of Court (Clerk of Court) conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:513 and to the industry audit guide, Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

These component unit financial statements only include funds, account groups, activities, et cetera, that are controlled by the Clerk of Court as an independently elected parish official. The St. John the Baptist Parish Government has determined that the Clerk of Court is a component unit of the Parish Government utilizing criteria established by Government Accounting Standards Board (GASB) Statement No. 14. The Parish Government concluded that the Clerk of Court is fiscally dependent on the Parish since the Clerk of Court is located in the St. John the Baptist Parish Courthouse, the upkeep and maintenance of the courthouse is paid by the Parish Government and in addition, the Parish Government also pays some of the Clerk of Court's operating expenditures.

B. Fund Accounting

The accounts of the Clerk of Court are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds and account group presented in the financial statements are described as follows:

Governmental Fund -

General Fund

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

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

Notes to Financial Statements (Continued)

Fiduciary Funds -

Agency Funds

The Advance Deposit, Registry of Court and Election Qualifying Agency Funds are used to account for assets held by the Clerk as an agent for individuals, etc. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Account Group -

General Fixed Asset Account Group

This is not a fund but rather an account group that is used to account for general fixed assets acquired principally for general purposes.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The Clerk of Court's records are maintained on a cash basis of accounting. However, the funds as reported in the accompanying financial statements have been converted to a modified accrual basis of accounting utilizing the following practices:

Revenues

Fees for recordings, cancellations, mortgage certificates, certified copies, court attendance, and interest earned on interest-bearing deposits are recorded in the year in which they are earned. 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.

D. Budgetary Accounting

A budget for the General Fund is prepared on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally prepared or as amended by the Clerk of Court. All budgetary appropriations lapse at the end of each fiscal year.

E. Interest-Bearing Deposits and Investments

Interest-bearing deposits and investments are stated at cost, which approximates market. State statutes authorize the Clerk of Court to invest in direct obligations of the United States Treasury and United States government agency obligations. Investments consist of United States Treasury Bills.

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

Notes to Financial Statements (Continued)

F. Fixed Assets

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in the General Fund. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated historical cost if historical cost is not available. Estimated amounts are immaterial in relation to total fixed assets.

G. Bad Debts

Uncollectible amounts due for receivables are recognized as bad debts by direct write-off at the time information becomes available which would indicate the uncollectibility of the particular receivable. Although the specific charge-off method is not in conformity with generally accepted accounting principles (GAAP), no allowance for uncollectible accounts receivable was made due to immateriality at June 30, 2000.

H. Vacation and Sick Leave

Employees of the Clerk of Court's office earn 10 to 20 days of vacation leave each year depending on length of service. In addition, employees earn 12 days of sick leave each year. Vacation leave must be used in the year earned. Sick leave may accumulate indefinitely. Every three (3) months the clerk will review the accumulated sick leave and will consider paying an employee for any time over fifteen (15) hours. Upon resignation or retirement, employees may, at the discretion of the Clerk, be paid for unused vacation and sick leave at the employee's current rate of pay. Employees are not paid for unused sick leave upon termination or retirement. At June 30, 2000, the Clerk of Court has accrued vested leave benefits, as required to be reported in accordance with GASB Statement No. 16, "Accounting for Compensated Absences".

I. Fund Equity

Reserves represent those portions of fund equity not available for expenditures or legally segregated for specific future use.

J. Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Clerk of Court as an extension of formal budgetary integration in the funds.

K. Total Columns on Combined Balance Sheets - Overview

Total columns on the Combined Balance Sheets - Overview are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

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

Notes to Financial Statements (Continued)

(2) Cash and Interest-Bearing Deposits

Under state law, the Clerk of Court may deposit funds within a fiscal agent bank located in the parish or congressional district that is organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Clerk of Court may also invest in United States bonds, treasury notes, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2000, the Clerk of Court has cash and interest-bearing deposits (book balances) totaling \$1,267,872 as follows:

Petty Cash	\$ 91
Demand Deposits	188,957
Interest Bearing accounts	<u>1,078,824</u>
 Total	 <u>\$ 1,267,872</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging bank in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at June 30, 2000 are secured as follows:

Bank balances	\$ <u>1,425,741</u>
Federal deposit insurance	\$ 200,000
Pledged securities (category 3)	<u>1,225,741</u>
 Total	 <u>\$ 1,425,741</u>

Pledged securities in Category 3 include uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Clerk of Court's name. Even though the pledged securities are considered uncollateralized (Category 3) Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

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

Notes to Financial Statements (Continued)

(3) Changes in General Fixed Assets

A summary of changes in general fixed assets follows:

	<u>Furniture, Fixtures and Equipment</u>
Balance, June 30, 1999	\$ 252,840
Additions	<u>5,295</u>
Balance, June 30, 2000	<u><u>\$ 258,135</u></u>

(4) Changes in Long-term Debt

The following is a summary of long-term debt transactions of the Clerk of Court for the year ending June 30, 2000:

	<u>6/30/99</u>	<u>Additions</u>	<u>Deletions</u>	<u>6/30/00</u>
Compensated Absences	\$ 19,469	\$ -	\$ 19,469	\$ -
Total general long-term debt	<u><u>\$ 19,469</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 19,469</u></u>	<u><u>\$ -</u></u>

(3) Postretirement Health Care and Life Insurance Benefits

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

The cost of benefits for 5 retirees for the year ended June 30, 2000 was \$12,441.

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

Notes to Financial Statements (Continued)

(4) Pension Plan

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

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

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

Funding Policy - Plan members are required by state statute to contribute 8.25% of their annual covered salary and the St. John the Baptist Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.00% of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. John the Baptist Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. John the Baptist Parish Clerk of Court's contributions to the System for the years ending June 30, 2000, 1999, and 1998, were \$64,302, \$58,355 and \$57,721, respectively, equal to the required contributions for each year.

(5) Changes in Agency Fund Balances

A summary of changes in agency fund unsettled deposits for the year ended June 30, 2000 follows:

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Total</u>
Balance, June 30, 1999	\$ 885,993	\$ 172,558	\$ 1,058,551
Additions	801,952	333,488	1,135,440
Deletions	<u>(948,826)</u>	<u>(77,621)</u>	<u>(1,026,447)</u>
Balance, June 30, 2000	<u>\$ 739,119</u>	<u>\$ 428,425</u>	<u>\$ 1,167,544</u>

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

Notes to Financial Statements (Continued)

(6) Expenditures of the Clerk of Court Paid by the Parish Council

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

(9) Risk Management

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

(10) Excess Fund Balance

R.S. 13:785 requires that every four years (at the close of the term of office), the Clerk of Court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the Clerk's last year of his term of office. At June 30, 2000, there was no amount due the parish treasurer since the General Fund's fund balance did not exceed one-half of recorded revenues.

(11) Litigation

At June 30, 2000, the St. John the Baptist Parish Clerk of Court is not involved in any pending or threatened litigation.

SUPPLEMENTAL INFORMATION

SCHEDULES OF INDIVIDUAL FUNDS

GENERAL FUND

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

ST JOHN THE BAPTIST PARISH CLERK OF COURT
Edgard, Louisiana

General Fund
Balance Sheet
June 30, 2000

ASSETS

Cash and interest bearing deposits	\$ 117,381
Receivables:	
Accounts receivable	35,852
Due from other funds	<u>762</u>
 Total assets	 <u><u>\$ 153,995</u></u>

LIABILITIES AND FUND BALANCE

Liabilities:	
Accounts Payable	\$ 4,075
Due to other funds	<u>3,582</u>
Total liabilities	<u><u>7,657</u></u>
 Fund balance	
Unreserved and undesignated	<u>146,338</u>
Total fund balance	<u><u>146,338</u></u>
 Total liabilities and fund balance	 <u><u>\$ 153,995</u></u>

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

General Fund
Statement of Revenues Compared to Budget (GAAP Basis)
Year Ended June 30, 2000

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
Revenues:			
Licenses and permits -			
Marriage licenses	\$ 4,353	\$ 4,798	\$ 445
Intergovernmental -			
Child Support Income	55,071	46,715	(8,356)
Total intergovernmental	<u>55,071</u>	<u>46,715</u>	<u>(8,356)</u>
Court costs, fees, and charges -			
Criminal costs	69,171	72,758	3,587
Court Attendance	8,108	10,341	2,233
Other	93,175	77,876	(15,299)
Total court costs, fees and charges	<u>170,454</u>	<u>160,975</u>	<u>(9,479)</u>
Fees for recording legal documents -			
Recordings	228,233	246,785	18,552
Advance Deposit Fees	428,857	499,838	70,981
Cancellations	13,869	13,531	(338)
Mortgage certificates	62,805	63,236	431
Total fees for recording legal documents	<u>733,764</u>	<u>823,390</u>	<u>89,626</u>
Fees for certified copies -			
Certified copies	<u>45,308</u>	<u>48,050</u>	<u>2,742</u>
Use of money and property -			
Interest earned	<u>43,832</u>	<u>35,525</u>	<u>(8,307)</u>
Total revenues	<u>\$1,052,782</u>	<u>\$1,119,453</u>	<u>\$ 66,671</u>

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

General Fund
Statement of Expenditures Compared to Budget (GAAP Basis)
Year Ended June 30, 2000

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
Current:			
Personal services and related benefits -			
Salaries:			
Clerk	\$ 83,200	\$ 83,200	\$ -
Deputy clerks	647,497	676,881	(29,384)
Allowance	2,953	2,565	388
Other	5,023	16,798	(11,775)
Clerk supplement	4,335	5,359	(1,024)
Group insurance	102,168	103,030	(862)
Pension	63,351	64,302	(951)
Medicare tax	6,504	7,129	(625)
Total personal services and related benefits	<u>915,031</u>	<u>959,264</u>	<u>(44,233)</u>
Operating services -			
Professional fees	21,100	17,800	3,300
Insurance	16,087	18,982	(2,895)
Record keeping	8,016	8,574	(558)
Sheriff expense - child support	5,029	3,772	1,257
Other	26,128	15,522	10,606
Telephone	10,535	9,459	1,076
Equipment lease and maintenance	143,079	136,201	6,878
Secretary of state - UCC	3,948	4,860	(912)
Total operating services	<u>233,922</u>	<u>215,170</u>	<u>18,752</u>
Materials and supplies -			
Office supplies and expense	46,968	45,126	1,842
Automobile supplies and maintenance	8,963	7,985	978
Dues and subscriptions	7,783	6,235	1,548
Total materials and supplies	<u>63,714</u>	<u>59,346</u>	<u>4,368</u>
Capital outlay:			
Office equipment	6,039	5,295	744
Total capital outlay	<u>6,039</u>	<u>5,295</u>	<u>744</u>
Total expenditures	<u>\$1,218,706</u>	<u>\$1,239,075</u>	<u>\$ (20,369)</u>

FIDUCIARY FUND TYPE - AGENCY FUNDS

Advance Deposit Fund -

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

Registry of Court Fund -

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

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

Agency Funds
Combining Balance Sheet
June 30, 2000

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Totals 2000</u>
ASSETS			
Cash	\$ 722,066	\$ 428,425	\$ 1,150,491
Receivables:			
Other receivables	13,471	-	13,471
Due from other funds	<u>3,582</u>	<u>-</u>	<u>3,582</u>
 Total assets	 <u>\$ 739,119</u>	 <u>\$ 428,425</u>	 <u>\$ 1,167,544</u>
LIABILITIES			
Due to other funds	\$ 762	\$ -	\$ 762
Due to litigants	<u>738,357</u>	<u>428,425</u>	<u>1,166,782</u>
 Total liabilities	 <u>\$ 739,119</u>	 <u>\$ 428,425</u>	 <u>\$ 1,167,544</u>

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

Agency Funds
Combining Statement of Changes in Assets and Liabilities
Year Ended June 30, 2000

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Totals 2000</u>
ASSETS			
Cash and interest bearing deposits, beginning of year	\$ 875,045	\$ 172,558	\$ 1,047,603
Receivables:			
Accrued interest receivable	<u>10,948</u>	<u>-</u>	<u>10,948</u>
Total assets, beginning of year	<u>885,993</u>	<u>172,558</u>	<u>1,058,551</u>
Additions:			
Suits and successions	799,362	-	799,362
Judgments	-	325,554	325,554
Interest	<u>2,590</u>	<u>7,934</u>	<u>10,524</u>
Total additions	<u>801,952</u>	<u>333,488</u>	<u>1,135,440</u>
 Total	 <u>1,687,945</u>	 <u>506,046</u>	 <u>2,193,991</u>
Reductions:			
Accounts payable	38,623	-	38,623
Clerk's costs (transferred to General Fund)	499,836	-	499,836
Refunds to litigants	247,413	77,621	325,034
Sheriff fees	58,839	-	58,839
Jurors costs	4,624	-	4,624
Judge's expense fund	150	-	150
Jury comissioners	6,918	-	6,918
Parish council	19,070	-	19,070
Judge's supplemental compensation fund	60,138	-	60,138
Other reductions	<u>13,215</u>	<u>-</u>	<u>13,215</u>
Total reductions	<u>948,826</u>	<u>77,621</u>	<u>1,026,447</u>
 Total assets, end of year	 <u>\$ 739,119</u>	 <u>\$ 428,425</u>	 <u>\$ 1,167,544</u>

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

Agency Funds
Combining Statement of Changes in Assets and Liabilities (continued)
Year Ended June 30, 2000

	Advance Deposit	Registry of Court	Totals 2000
LIABILITIES			
Due to litigants and other funds, beginning of year	\$ 885,993	\$ 172,558	\$ 1,058,551
Additions	801,952	333,488	1,135,440
Reductions	948,826	77,621	1,026,447
Due to litigants and other funds, end of year	\$ 739,119	\$ 428,425	\$ 1,167,544

COMPLIANCE AND INTERNAL CONTROL

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

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

We have audited the general purpose financial statements of the St. John the Baptist Parish Clerk of Court, a component unit of the St. John the Baptist Parish Government, as of and for the year ended June 30, 2000, and have issued our report thereon dated August 2, 2000. In our report, our opinion was qualified because we were unable perform the necessary audit procedures on the beginning balance of furniture, fixtures, and equipment, nor were we able to satisfy ourselves as to the beginning balance of furniture, fixtures, and equipment by other auditing procedures. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the St. John the Baptist Parish Clerk of Court's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under Government Auditing Standards which are described in the accompanying corrective action plan for current year findings as Items 00-1 through 00-2. We also noted certain immaterial instances of noncompliance that we have reported to the management of the St. John the Baptist Parish Clerk of Court in a separate letter dated August 2, 2000.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the St. John the Baptist Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the

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internal control over financial reporting that, in our judgment, could adversely affect the Clerk of Court's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable conditions are described in the accompanying corrective action plan for current year findings as Items 99-3, and Items 00-3 through 00-4.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable conditions described above are material weaknesses. We also noted other matters involving the internal control over financial reporting that we have reported to the management of the St. John the Baptist Clerk of Court in a separate letter dated August 2, 2000.

This report is intended for the information of the St. John the Baptist Parish Clerk of Court. However, this report is a matter of public record and its distribution is not limited.

Kolder, Champagne, Slaven & Rainey, LLC
Certified Public Accountants

Morgan City, Louisiana
August 2, 2000

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

Summary Schedule of Audit Results
Year Ended June 30, 2000

Part I. Summary of Auditor's Results:

An qualified opinion was issued on the financial statements because we were unable perform the necessary audit procedures on the beginning balance of furniture, fixtures, and equipment, nor were we able to satisfy ourselves as to the beginning balance of furniture, fixtures, and equipment by other auditing procedures.

Reportable conditions in internal control were disclosed by the audit of the financial statements with all three of the conditions considered to be material weaknesses.

The audit disclosed instances of noncompliance which are material to the financial statements.

A management letter was issued.

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

See corrective action plan for current year findings.

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

Summary Schedule of Prior Audit Findings
Year Ended June 30, 2000

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken (Yes, No, Partially)</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
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Section I - Internal control and compliance material to the financial statements.

Compliance

There are no items applicable to this section

Internal Control

There are no items applicable to this section

Section Ia - Other Internal control and compliance

Compliance

There are no items applicable to this section

Internal Control

There are no items applicable to this section

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

Summary Schedule of Prior Audit Findings
Year Ended June 30, 2000

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken (Yes, No, Partially)	Planned Corrective Action/Partial Corrective Action Taken
Section II - Management letter				
99-1	1999 or prior	Advanced deposits are not reconciled to the subsidiary ledger.	Yes	N/A
99-2	1999 or prior	Registry of Court Fund's outstanding balances should be reconciled to unsettled deposit balances.	Yes	N/A
99-3	1999 or prior	Computerized fixed asset listing with inventory control system.	No	See corrective action plan for current year findings

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

Corrective Action Plan for Current Year Findings
Year Ended June 30, 2000

Ref. No.	Description of Finding	Corrective Action Planned	Name(s) of Contact Person(s)	Anticipated Completion Date
Section I - Internal control and compliance material to the financial statements.				
<u>Compliance</u>				
00-1	Paid time off was provided to employees as gifts.	The present administration will comply with all laws concerning employee vacation, sick or holiday pay.	Eliana Defrancesch, Clerk of Court	June 30, 2001
00-2	Lease agreements in excess of 90 days were not presented for approval by the State Bond Commission prior to execution.	All lease agreements in excess of 90 days will be presented to the State Bond Commission prior to execution.	Eliana Defrancesch, Clerk of Court	monitored on an on-going basis
<u>Internal Control</u>				
99-3	An inventory of general fixed assets is not maintained and periodically reconciled.	The present administration will develop a fixed asset inventory and periodically reconcile additions to and deletions from the listing.	Eliana Defrancesch, Clerk of Court	June 30, 2001
00-3	Inadequate segregation of functions exists within the accounting system.	The costs associated with achieving adequate segregation of functions exceed the expected benefits at present.	Eliana Defrancesch, Clerk of Court	Undetermined
00-4	Expenditure transactions did not evidence adequate supporting documentation.	The present administration will itemize all expenditures and each department head will need the Clerk's approval for any individual expenditures over fifty dollars.	Eliana Defrancesch, Clerk of Court	monitored on an on-going basis

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

Corrective Action Plan for Current Year Findings
Year Ended June 30, 2000

Ref. No.	Description of Finding	Corrective Action Planned	Name(s) of Contact Person(s)	Anticipated Completion Date
Section II - Management letter				
00-5	The proposed budget document prepared by the administrative authority did not contain a budget message.	In the future, a budget message will be prepared.	Eliana Defrancesch, Clerk of Court	June 30, 2001
00-6	Public notification of the completion of the budget process was not made.	Public notification will be published in the future as soon as the budget is accepted and approved.	Eliana Defrancesch, Clerk of Court	June 30, 2001
00-7	Increases in the number of personnel and total salary expenditures, for one month of the test period, were in excess of the limits provided by state statute.	Current administration will and has become familiar with the details of the statute and will comply during future elections.	Eliana Defrancesch, Clerk of Court	monitored on an on-going basis
00-8	Canceled checks were examined having only one signature although adopted policies require two signatures.	The present administration requires two signatures on all checks, except jury checks, which the Clerk of Court signs.	Eliana Defrancesch, Clerk of Court	monitored on an on-going basis
00-9	Timesheets did not evidence supervisory review and approval.	Under the present administration, the department supervisor and the Clerk of Court approve the timesheets.	Eliana Defrancesch, Clerk of Court	June 30, 2001
00-10	Forms I-9 were absent from personnel files or improperly completed.	Personnel files will be updated at least every six months or as needed.	Eliana Defrancesch, Clerk of Court	June 30, 2001
00-11	Payroll checks are distributed to employees prior to the expected payday.	The present administration will issue checks on the proper date.	Eliana Defrancesch, Clerk of Court	June 30, 2001

KOLDER, CHAMPAGNE, SLAVEN & RAINEY, LLC
Certified Public Accountants

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MANAGEMENT LETTER

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

During our audit of the general purpose financial statements of the St. John the Baptist Parish Clerk of Court as of June 30, 2000 and for the year then ended, we noted certain areas in which the efficiency and effectiveness of the operations and/or compliance with certain laws and regulations could be improved. Our comments are not intended to reflect upon the ability or integrity of the Clerk's personnel.

Budget Message

The proposed document prepared by the administrative authority did not contain a budget message. LSA-RS 39:1304(C) requires a budget message signed by the preparer which includes a summary description of the financial plan. We recommend that the Clerk comply with the provisions of state statute.

Public Notification

Public notification of the completion of the budget process was not made. LSA-RS 39:1306(D) requires certification of completion by publishing a notice in the same manner provided for the notice of availability of the proposed budget (public notice). We recommend that the Clerk comply with the provisions of state statute.

Payroll Padding

Increases in the number of personnel and total salary expenditures, for one month of the test period, were in excess of limits provided under LSA-RS 14:139. State statute restricts increases in the number of personnel by five percent or more and increases in payroll or other operating expenditures by fifteen percent or more during specified period preceding and subsequent to a gubernatorial election. We recommend that the Clerk comply with the provisions of state statute.

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Signatures on Checks

Canceled checks were examined having only one signature although the Clerk's policy requires two signatures. We recommend that the Clerk review established policies and procedures and implement the necessary corrections to provide for two signatures on all checks issued.

Supervisory Review of Timesheets

Timesheets examined during testing did not evidence supervisory review and approval. We recommend that the Clerk review established policies and procedures and implement the necessary corrections to provide for supervisory review and approval of timesheets.

Forms I-9

Review of personnel files indicated the absence or improper completion of Form I-9. We recommend that the Clerk review established policies and procedures and implement the necessary corrections to provide for the proper completion of Form I-9.

Distribution of Payroll Checks

Examination of canceled payroll checks indicated that payroll checks were distributed prior to the expected paydate. We recommend that the Clerk review established policies and procedures and implement the necessary corrections to provide for the issuance of paychecks on and not prior to the expected paydate.

We would like to express our appreciation to you and your staff, particularly your office staff, for the courtesies and assistance rendered to us in the performance of our audit. Should you have any questions or need assistance, please feel free to contact us.

KOLDER, CHAMPAGNE, SLAVEN & RAINEY, LLC
Certified Public Accountants

Morgan City, Louisiana
August 2, 2000