

INTERNAL CONTROL AND COMPLIANCE

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Prior Year Audit Findings
June 30, 1996

During the audit examination of the general purpose financial statements as of and for the year ended June 30, 1995, two (2) internal control findings were noted. The following listing indicates the June 30, 1995 findings and/or comments and the status of each as of June 30, 1996.

<u>Finding</u>	<u>Status at June 30, 1996</u>
Internal Control Finding	
1. Due to the small number of employees, the Clerk of Court did not have adequate segregation of functions within the accounting system.	1. Based upon the size of the operation and cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties. However, this finding is mentioned again at June 30, 1996.
2. Individual docket balances of the Advance Deposit Fund were not reconciled with the cash balances.	2. The Clerk of Court has been unable to reconcile the cash balance resulting from the individual suits which are maintained on a manual system. Therefore, this finding is mentioned again at June 30, 1996.

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana
General Fund

Statement of Expenditures Compared to Budget (GAAP Basis)
Year Ended June 30, 1996
With Comparative Actual Amounts for Year Ended June 30, 1995

	1996		Variance - Favorable (Unfavorable)	1995
	Budget	Actual		
Current:				
Personal services and related benefits -				
Salaries:				
Clerk	\$ 55,741	\$ 56,668	\$ (927)	\$ 55,741
Deputy clerks	266,206	260,806	5,400	261,296
Allowance	5,574	5,667	(93)	5,574
Other	15,000	4,455	10,545	10,067
Clerk supplement	6,300	7,137	(837)	7,560
Group insurance	44,200	44,552	(352)	44,381
Pension	36,700	35,944	756	31,685
Medicare tax	<u>1,300</u>	<u>1,151</u>	<u>149</u>	<u>1,668</u>
Total personal services and related benefits	<u>431,021</u>	<u>416,380</u>	<u>14,641</u>	<u>417,972</u>
Operating services -				
Professional fees	14,500	8,373	6,127	10,866
Insurance	7,000	6,864	136	5,813
Election expense allowance	3,600	4,200	(600)	3,900
Cott index	36,000	8,284	27,716	8,321
Postage	20,000	18,008	1,992	20,024
Microfilm	14,000	11,752	2,248	14,216
Telephone	3,000	3,115	(115)	2,877
Copier maintenance	14,000	12,681	1,319	12,815
Computer maintenance	40,000	26,312	13,688	37,764
Travel and training	3,000	1,758	1,242	2,420
Marriage license	1,620	1,757	(137)	1,567
Secretary of State - UCC	<u>5,000</u>	<u>5,368</u>	<u>(368)</u>	<u>5,326</u>
Total operating services	<u>161,720</u>	<u>108,472</u>	<u>53,248</u>	<u>125,909</u>
Materials and supplies -				
Office supplies and expense	50,000	41,948	8,052	31,919
Automobile supplies and maintenance	6,600	9,181	(2,581)	2,324
Dues and subscriptions	<u>2,500</u>	<u>1,892</u>	<u>608</u>	<u>1,672</u>
Total materials and supplies	<u>59,100</u>	<u>53,021</u>	<u>6,079</u>	<u>35,915</u>

(Continued)

DARNALL, SIKES, KOLDER, FREDERICK & RAINEY

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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The Honorable Sandra M. Morel
Plaquemines Parish Clerk of Court
Pointe-A-La-Hache, Louisiana

We have audited the general purpose financial statements of the Plaquemines Parish Clerk of Court, a component unit of the Plaquemines Parish Government, as of and for the year ended June 30, 1996, and have issued our report thereon dated November 20, 1996. In our report, our opinion was qualified because the Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Fund with the related cash balances at June 30, 1996.

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.

Compliance with laws, regulations and contracts applicable to the Plaquemines Parish Clerk of Court is the responsibility of the Clerk of Court. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Plaquemines Parish Clerk of Court's compliance with certain provisions of laws, regulations and contracts. However, it should be noted that our objective was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

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

Darnall, Sikes, Kolder, Frederick & Rainey

A Corporation of Certified Public Accountants

Lafayette, Louisiana

PLAQUEMINES PARISH CLERK OF COURT
 Pointe-A-La-Hache, Louisiana
 General Fund

Statement of Expenditures Compared to Budget (GAAP Basis) (Continued)
 Year Ended June 30, 1996
 With Comparative Actual Amounts for Year Ended June 30, 1995

	1996		Variance - Favorable	
	Budget	Actual	(Unfavorable)	1995
Capital outlay -				
Automobile	\$ -	\$ -	\$ -	\$ 13,555
Office equipment	65,000	-	65,000	89,597
Office renovations	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>10,319</u>
Total capital outlay	<u>95,000</u>	<u>-</u>	<u>95,000</u>	<u>113,471</u>
 Total expenditures	 <u>\$746,841</u>	 <u>\$577,873</u>	 <u>\$168,968</u>	 <u>\$693,267</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.

Election Qualifying Fund - The Election Qualifying Fund is used to account for funds collected from individuals qualifying to run for political office and remitted to the appropriate governmental bodies or political committees.

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana
Agency Funds

Combining Statement of Changes in Assets and Liabilities
Year Ended June 30, 1996
With Comparative Totals for Year Ended June 30, 1995

	1996			Total	1995
	Advance Deposit	Registry of Court	Election Qualifying		
ASSETS					
Cash, beginning of year	\$ 252,776	\$ -	\$ -	\$ 252,776	\$ 201,888
Interest-bearing deposits, beginning of year	441,299	10,868,551	-	11,309,850	10,445,231
Investments	-	3,801,424	-	3,801,424	19,233,970
Total assets, beginning of year	<u>694,075</u>	<u>14,669,975</u>	<u>-</u>	<u>15,364,050</u>	<u>29,881,089</u>
Additions:					
Suits and successions	660,442	-	-	660,442	646,836
Judgments	-	1,357,981	-	1,357,981	925,130
Interest	16,900	614,789	-	631,689	1,036,716
Qualifying fees	-	-	6,463	6,463	15,242
Total additions	<u>677,342</u>	<u>1,972,770</u>	<u>6,463</u>	<u>2,656,575</u>	<u>2,623,924</u>
Total	<u>1,371,417</u>	<u>16,642,745</u>	<u>6,463</u>	<u>18,020,625</u>	<u>32,505,013</u>
Reductions:					
Clerk's costs (transferred to General Fund)	391,143	-	503	391,646	385,928
Refunds to litigants	-	2,351,674	-	2,351,674	16,529,758
Sheriff fees	64,278	-	-	64,278	70,430
Secretary of State	-	-	3,997	3,997	8,953
Judge's supplemental compensation fund	19,208	-	-	19,208	18,185
Other reductions	161,442	-	1,963	163,405	127,709
Total reductions	<u>636,071</u>	<u>2,351,674</u>	<u>6,463</u>	<u>2,994,208</u>	<u>17,140,963</u>
Cash, end of year	305,459	275,645	-	581,104	252,776
Interest-bearing deposits, end of year	429,887	7,801,419	-	8,231,306	11,309,850
Investments	-	6,214,007	-	6,214,007	3,801,424
Total assets, end of year	<u>\$ 735,346</u>	<u>\$14,291,071</u>	<u>\$ -</u>	<u>\$15,026,417</u>	<u>\$15,364,050</u>
LIABILITIES					
Due to litigants and other funds, beginning of year	\$ 694,075	\$14,669,975	\$ -	\$15,364,050	\$29,881,089
Additions	677,342	1,972,770	6,463	2,656,575	2,623,924
Reductions	<u>636,071</u>	<u>2,351,674</u>	<u>6,463</u>	<u>2,994,208</u>	<u>17,140,963</u>
Due to litigants and other funds, end of year	<u>\$ 735,346</u>	<u>\$14,291,071</u>	<u>\$ -</u>	<u>\$15,026,417</u>	<u>\$15,364,050</u>

PLAQUEMINES PARISH CLERK OF COURT
 Pointe-A-La-Hache, Louisiana
 General Fund

Statement of Revenues Compared to Budget (GAAP Basis)
 Year Ended June 30, 1996
 With Comparative Actual Amounts for Year Ended June 30, 1995

	1996		Variance - Favorable (Unfavorable)	1995
	Budget	Actual		
Revenues:				
Licenses and permits -				
Marriage licenses	\$ 3,800	\$ 3,700	\$ (100)	\$ 3,600
Intergovernmental -				
Clerk supplement	9,000	9,177	177	9,000
Court costs, fees, and charges -				
Criminal costs	36,500	36,070	(430)	31,996
Qualifying fees	2,500	2,813	313	3,088
Other	4,300	1,378	(2,922)	998
Total court costs, fees and charges	43,300	40,261	(3,039)	36,082
Fees for recording legal documents -				
Recordings	160,000	161,505	1,505	183,271
Suits and successions	395,000	391,551	(3,449)	384,931
Cancellations	5,500	7,456	1,956	7,684
Mortgage certificates	32,000	33,692	1,692	33,162
U.C.C. Filings	13,000	14,288	1,288	13,458
Total fees for recording legal documents	605,500	608,492	2,992	622,506
Fees for certified copies -				
Certified copies	65,000	60,065	(4,935)	51,412
Use of money and property -				
Interest earned	52,000	44,575	(7,425)	51,949
Total revenues	\$778,600	\$766,270	\$(12,330)	\$774,549

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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The Honorable Sandra M. Morel
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We have audited the general purpose financial statements of the Plaquemines Parish Clerk of Court, a component unit of the Plaquemines Parish Government, as of and for the year ended June 30, 1996, and have issued our report thereon dated November 20, 1996. In our report, our opinion was qualified because the Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Fund with the related cash deposits at June 30, 1996.

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.

The Plaquemines Parish Clerk of Court is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by the Clerk of Court are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of the Plaquemines Parish Clerk of Court for the year ended June 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of

relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Inadequate Segregation of Accounting Functions

Finding:

Due to the small number of employees, the Clerk of Court did not have adequate segregation of functions within the accounting system.

Recommendation:

Based upon the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

Response:

No response is considered necessary.

Reconciliation of Individual Suit Dockets With Advance Deposit Account Cash Balance

Finding:

The balances in the individual suit dockets have not been reconciled with the corresponding cash balances in the Advance Deposit Account at June 30, 1996.

Recommendation:

Efforts should be made to reconcile the balances in the individual suit dockets to the Advance Deposit cash balance.

Response:

The Clerk of Court stated that her office is in the process of identifying unknown balances and reconciling them with the corresponding cash balance in the Advance Deposit Account. The Clerk hopes to complete this process within 3 years.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities 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 structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. We believe the reportable conditions described above are material weaknesses.

We also noted other matters involving the internal control structure and its operation that we have reported to the Clerk of Court, in a separate letter dated November 20, 1996.

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

Darnall, Sikes, Kolder, Frederick & Rainey

A Corporation of Certified Public Accountants

Lafayette, Louisiana
November 20, 1996

SUPPLEMENTAL INFORMATION

PLAQUEMINES PARISH CLERK OF COURT
 Pointe-A-La-Hache, Louisiana
 Agency Funds

Combining Balance Sheet
 June 30, 1996
 With Comparative Totals for June 30, 1995

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Totals</u>	
			<u>1996</u>	<u>1995</u>
ASSETS				
Cash	\$305,459	\$ 275,645	\$ 581,104	\$ 252,776
Interest-bearing deposits	429,887	7,801,419	8,231,306	11,309,850
Investments	<u>-</u>	<u>6,214,007</u>	<u>6,214,007</u>	<u>3,801,424</u>
Total assets	<u>\$735,346</u>	<u>\$14,291,071</u>	<u>\$15,026,417</u>	<u>\$15,364,050</u>
LIABILITIES				
Due to other funds	\$ 16,900	\$ -	\$ 16,900	\$ 26,925
Due to litigants	<u>718,446</u>	<u>14,291,071</u>	<u>15,009,517</u>	<u>15,337,125</u>
Total liabilities	<u>\$735,346</u>	<u>\$14,291,071</u>	<u>\$15,026,417</u>	<u>\$15,364,050</u>

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the Clerk of Court reconciled the deposits accounted for in the Advance Deposit Agency Fund, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Plaquemines Parish Clerk of Court, as of June 30, 1996, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated November 20, 1996 on our consideration of the Plaquemines Parish Clerk of Court's internal control structure and a report dated November 20, 1996 on its compliance with laws and regulations.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying financial information listed as "Supplemental Information" 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 Plaquemines Parish Clerk of Court. Such information has been subjected to the 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.

The financial information for the preceding year, which is included for comparative purposes, was taken from the financial report for the year ended June 30, 1995 in which we expressed a qualified opinion on the general purpose financial statements due to the failure to reconcile individual suit docket balances in the Advance Deposit Agency Fund.

Darnall, Sikes, Kolder, Frederick & Rainey

A Corporation of Certified Public Accountants

Lafayette, Louisiana
November 20, 1996

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PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Financial Report

Year Ended June 30, 1996

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 **DEC 18 1996**

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The Honorable Sandra M. Morel
Plaquemines Clerk of Court
Pointe-A-La-Hache, Louisiana

We have completed our audit of the general purpose financial statements of the Plaquemines Parish Clerk of Court for the year ended June 30, 1996. The following suggestions were included in our management letter dated August 24, 1995 for the year ended June 30, 1995 and are mentioned again for your information and consideration in improving the efficiency of the operations of the Clerk's office.

1. A manual advance deposit subsidiary should be prepared and reconciled to the individual suit cash balances on a monthly basis.
2. The computerized advance deposit subsidiary should be reconciled to the individual suit cash balances on a monthly basis.

In conclusion, we would like to express our appreciation to you and your office staff for the courtesies and assistance rendered to us during the performance of our examination. Should you have any questions or need assistance, please feel free to contact us.

Darnall, Sikes, Kolder, Frederick & Rainey

A Corporation of Certified Public Accountants

Lafayette, Louisiana
November 20, 1996

MEMBER OF
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

GENERAL FUND

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

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The Honorable Sandra M. Morel
Plaquemines Parish Clerk of Court
Pointe-A-La-Hache, Louisiana

We have audited the accompanying general purpose financial statements of the Plaquemines Parish Clerk of Court, a component unit of the Plaquemines Parish Government, as of and for the year ended June 30, 1996 as listed in the table of contents. These general purpose financial statements are the responsibility of the 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.

The Plaquemines Parish Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Fund with the related cash deposits at June 30, 1996. The related deposits represent 4.9 percent of the fiduciary fund type's assets and liabilities at June 30, 1996. Because the Clerk of Court has not reconciled these deposits, it was not practical for us to determine the amount of fees, if any, due to the Advance Deposit Agency Fund from litigants or the amount due to the General Fund from the Advance Deposit Agency Fund for fees earned resulting from suit activity at June 30, 1996. The effects of not reconciling these deposits on the general purpose financial statements cannot be reasonably determined.

PLAQUEMINES PARISH CLERK OF COURT
 Pointe-A-La-Hache, Louisiana
 GENERAL FUND

Comparative Balance Sheet
 June 30, 1996 and 1995

	<u>1996</u>	<u>1995</u>
ASSETS		
Cash	\$ 395,405	\$258,965
Interest-bearing deposits	714,832	660,253
Receivables:		
Accounts receivable	8,613	2,080
Due from other funds	16,900	26,925
Other	-	400
Prepaid rentals	<u>6,525</u>	<u>13,043</u>
 Total assets	 <u>\$1,142,275</u>	 <u>\$961,666</u>
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable	\$ 400	\$ 2,720
Other accrued liabilities	<u>12,742</u>	<u>18,210</u>
Total liabilities	<u>13,142</u>	<u>20,930</u>
Fund balance:		
Reserved for prepaid rentals	6,525	13,043
Unreserved and undesignated	<u>1,122,608</u>	<u>927,693</u>
Total fund balance	<u>1,129,133</u>	<u>940,736</u>
 Total liabilities and fund balance	 <u>\$1,142,275</u>	 <u>\$961,666</u>

**COMPONENT UNIT FINANCIAL STATEMENTS
(COMBINED STATEMENTS - OVERVIEW)**

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Combined Balance Sheet - All Fund Types and Account Group
June 30, 1996

	Governmental Fund Type <u>General</u>	Fiduciary Fund Type <u>Agency</u>	Account Group <u>General Fixed Assets</u>	Totals (Memorandum Only)	
				<u>1996</u>	<u>1995</u>
ASSETS					
Cash	\$ 395,405	\$ 581,104	\$ -	\$ 976,509	\$ 511,741
Interest-bearing deposits	714,832	8,231,306	-	8,946,138	11,970,103
Investments	-	6,214,007	-	6,214,007	3,801,424
Receivables:					
Accounts receivable	8,613	-	-	8,613	2,080
Due from other funds	16,900	-	-	16,900	26,925
Other	-	-	-	-	400
Prepaid rentals	6,525	-	-	6,525	13,043
Equipment	-	-	185,245	185,245	185,245
Total assets	\$1,142,275	\$15,026,417	\$185,245	\$16,353,937	\$16,510,961
	=====	=====	=====	=====	=====
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts payable	\$ 400	\$ -	\$ -	\$ 400	\$ 2,720
Other accrued liabilities	12,742	-	-	12,742	18,210
Due to litigants	-	15,009,517	-	15,009,517	15,337,125
Due to other funds	-	16,900	-	16,900	26,925
Total liabilities	13,142	15,026,417	-	15,039,559	15,384,980
Fund equity:					
Investment in general fixed assets	-	-	185,245	185,245	185,245
Fund balance -					
Reserved for prepaid rentals	6,525	-	-	6,525	13,043
Unreserved and undesignated	1,122,608	-	-	1,122,608	927,693
Total fund balance	1,129,133	-	-	1,129,133	940,736
Total fund equity	1,129,133	-	185,245	1,314,378	1,125,981
Total liabilities and fund equity	\$1,142,275	\$15,026,417	\$185,245	\$16,353,937	\$16,510,961
	=====	=====	=====	=====	=====

The accompanying notes are an integral part of this statement.

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance -
Budget (GAAP Basis) and Actual -
Governmental Fund Type - General Fund
Year Ended June 30, 1996
With Comparative Actual Amounts for Year Ended June 30, 1995

	1996		Variance - Favorable	1995
	Budget	Actual	(Unfavorable)	
Revenues:				
Licenses and permits	\$ 3,800	\$ 3,700	\$ (100)	\$ 3,600
Intergovernmental	9,000	9,177	177	9,000
Fees, charges, and commissions for services -				
Court costs, fees, and charges	43,300	40,261	(3,039)	36,082
Fees for recording legal documents	605,500	608,492	2,992	622,506
Fees for certified copies	65,000	60,065	(4,935)	51,412
Use of money and property - interest earnings	<u>52,000</u>	<u>44,575</u>	<u>(7,425)</u>	<u>51,949</u>
Total revenues	<u>778,600</u>	<u>766,270</u>	<u>(12,330)</u>	<u>774,549</u>
Expenditures:				
Current -				
Personal services and related benefits	431,021	416,380	14,641	417,972
Operating services	161,720	108,472	53,248	125,909
Materials and supplies	59,100	53,021	6,079	35,915
Capital outlay	<u>95,000</u>	<u>-</u>	<u>95,000</u>	<u>113,471</u>
Total expenditures	<u>746,841</u>	<u>577,873</u>	<u>168,968</u>	<u>693,267</u>
Excess of revenues over expenditures	31,759	188,397	156,638	81,282
Fund balance, beginning of year	<u>940,736</u>	<u>940,736</u>	-	<u>859,454</u>
Fund balance, end of year	<u><u>\$972,495</u></u>	<u><u>\$1,129,133</u></u>	<u><u>\$156,638</u></u>	<u><u>\$940,736</u></u>

The accompanying notes are an integral part of this statement.

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Notes to Financial Statements (Continued)

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.

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.

SCHEDULES OF INDIVIDUAL FUNDS

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Notes to Financial Statements (Continued)

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.

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, 1996.

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Notes to Financial Statements (Continued)

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 and sick leave must be used in the year earned. Upon resignation or retirement, employees may, at the discretion of the Clerk, be paid for unused vacation leave at the employee's current rate of pay. Employees are not paid for unused sick leave upon termination or retirement. At June 30, 1996, 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.

Designations represent tentative plans for future use of financial statements.

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.

L. Adoption of GASB Statement No. 27

During the year ended June 30, 1996, the Plaquemines Parish Clerk adopted GASB Statement No. 27, Accounting for Pensions by State and Local Government Employees. Although this statement is effective for periods beginning after June 15, 1997, the Governmental Accounting Standard Board is encouraging early implementation.

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, 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, 1996, the Clerk of Court has cash and interest-bearing deposits (book balances) totaling \$9,922,647 as follows:

Demand Deposits	\$ 976,509
Money market accounts	<u>8,946,138</u>
Total	<u>\$9,922,647</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, 1996 are secured as follows:

Bank balances	\$ 9,955,303
Federal deposit insurance	\$ 394,236
Pledged securities (category 3)	<u>12,401,308</u>
Total	<u>\$12,795,544</u>
Excess of federal insurance and pledged securities over bank balances	<u>\$ 2,840,241</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.

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Notes to Financial Statements (Continued)

(3) Investments

The Clerk can invest in direct debt securities of the United States unless such an investment is expressly prohibited by law. At June 30, 1996, the Clerk's Registry of the Court Fund holds investments totaling \$6,214,007 as follows:

<u>Description</u>	<u>Interest Rate</u>	<u>Carrying Amount</u>	<u>Approximate Market Value</u>
U. S. Treasury Bill	5.14	\$4,002,894	\$4,003,659
U. S. Treasury Bill	4.67	2,150,221	2,148,284
U. S. Treasury Bill	4.68	30,546	30,482
U. S. Treasury Bill	4.81	<u>30,346</u>	<u>30,290</u>
		<u>\$6,214,007</u>	<u>\$6,212,715</u>

At June 30, 1996 it is the intention of the Clerk to hold these securities until full maturity.

(4) Changes in General Fixed Assets

A summary of changes in general fixed assets follows:

	<u>Furniture, Fixtures and Equipment</u>	<u>Automobile</u>	<u>Total</u>
Balance, June 30, 1995	\$171,691	\$13,554	\$185,245
Additions	-	-	-
Deletions	<u>-</u>	<u>-</u>	<u>-</u>
Balance, June 30, 1996	<u>\$171,691</u>	<u>\$13,554</u>	<u>\$185,245</u>

(5) Postretirement Health Care and Life Insurance Benefits

The Plaquemines Parish Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Notes to Financial Statements (Continued)

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 three retirees for 1996 was \$4,613.

(6) Pension Plan

Plan Description. The Plaquemines Parish Clerk of Court contributes to the Clerk of Court Retirement and Relief Fund (Retirement System), a cost-sharing multiple employer defined benefit pension plan administered by the Clerk of Court Retirement and Relief Fund, a public corporation created in accordance with the provisions of Louisiana Revised Statute 11:1501 - 1540 to provide retirement, disability and survivor benefits to members throughout the State of Louisiana. The Clerk of Court Retirement and Relief Fund issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Clerk of Court Retirement and Relief Fund, 11745 Bricksome Ave., Suite B-1, Baton Rouge, Louisiana 70816.

Funding Policy. Plan members are required to contribute 8.25% of their annual covered salary and the Plaquemines Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.5% of annual covered payroll. The contribution requirements of plan members and the Plaquemines Parish Clerk of Court are established and may be amended by the Clerk of Court Retirement and Relief Fund. The Plaquemines Parish Clerk of Court's contributions to the Retirement System for the years ended June 30, 1996, 1995, and 1994 were \$36,198, \$31,685 and \$25,961, respectively.

(7) Changes in Agency Fund Balances

A summary of changes in agency fund unsettled deposits for the year ended June 30, 1996 and 1995 follows:

	<u>Election Qualifying</u>	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Total</u>
Balance, June 30, 1995	\$ -	\$694,075	\$14,669,975	\$15,364,050
Additions	6,463	677,342	1,972,770	2,656,575
Deletions	<u>6,463</u>	<u>636,071</u>	<u>2,351,674</u>	<u>2,994,208</u>
Balance, June 30, 1996	\$ - =====	\$735,346 =====	\$14,291,071 =====	\$15,026,417 =====

PLAQUEMINES PARISH CLERK OF COURT
Pointe-A-La-Hache, Louisiana

Notes to Financial Statements (Continued)

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

The Clerk's office is located in the Plaquemines Parish Courthouse. The upkeep and maintenance of the courthouse is paid by the Plaquemines 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) Report Classification

Certain previously reported amounts have been reclassified to conform to June 30, 1996 classifications.

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