

LAFOURCHE PARISH CLERK OF COURT
Thibodaux, Louisiana

Annual Financial Report
For the Year Ended June 30, 2007

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 10/24/07



STAGNI & COMPANY, LLC

LAFOURCHE PARISH CLERK OF COURT
Annual Financial Report
For the Year Ended June 30, 2007

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**LAFOURCHE PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2007**

The following discussion and analysis of the Lafourche Parish Clerk of Court's financial performance provides an overview of the financial activities as of and for the fiscal year ended June 30, 2007. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements, which follows this report.

FINANCIAL HIGHLIGHTS

- The assets exceeded liabilities by \$3,520,493 at the end of the current fiscal year. Net assets consisted of investments in capital assets in the amount of \$463,410 (13%) and unrestricted net assets in the amount of \$3,057,083 (87%).
- The total net assets increased by \$454,329 over the prior fiscal year. This increase was primarily attributable to increased program revenues.
- As of the close of the current fiscal year, the governmental funds showed combined ending fund balances totaling \$3,032,258 an increase of \$500,729 over the prior fiscal year. Of the total ending fund balance, all was considered available for funding future operational needs (unreserved fund balance).
- At the end of the current fiscal year, unreserved fund balance for the General Fund was 126% of total General Fund expenditures.
-

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The Government-Wide Financial Statements (Statement of Net Assets and the Statement of Activities) provide information about the governmental activities as a whole and present a longer-term view of the finances. Fund Financial Statements (Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balance, and Combining Statement of Fiduciary Net Assets) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report that the basic financial statements are fairly stated. The auditor, regarding the Required Supplemental Information is providing varying degrees of assurance. A user of this report should read the Independent Auditor's Report carefully to ascertain the level of assurance being provided for each of the other parts in the Annual Financial Report.

**LAFOURCHE PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2007**

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 Assets presents information on all of the Clerk's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both of the government-wide financial statements distinguish functions of the Clerk that are principally supported by fines and fees charged to the public (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

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 legal requirements. All of the funds of the Clerk are governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term effects of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and

**LAFOURCHE PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2007**

changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Clerk's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The Clerk of Court is the trustee, or fiduciary, for funds reserved by the Court and Advanced Costs collected for court costs. All of these fiduciary activities are reported in a separate Combined Statement of Fiduciary Net Assets. The Clerk of Court is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

GOVERNMENT WIDE FINANCIAL ANALYSIS

Net Assets. As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. The net assets totaled \$3,520,493 at the end of the current fiscal year, which was an 14.8% increase over the prior fiscal year. Following is a summary of the government-wide Statement of Net Assets:

	FY 2007	FY 2006	Dollar Change	Total Percent Change
Current and Other Assets	\$ 3,250,763	\$ 2,739,627	\$ 511,136	18.7%
Capital Assets	463,410	509,733	(46,323)	-9.1%
Total Assets	3,714,173	3,249,360	464,813	14.3%
Current Liabilities	193,680	183,197	10,483	5.7%
Invested in Capital Assets	463,410	509,733	(46,323)	-9.1%
Unrestricted	3,057,083	2,556,430	500,653	19.6%
Total Net Assets	\$ 3,520,493	\$ 3,066,163	\$ 454,330	14.8%

- The portion of the net assets - invested in capital assets (e.g., building improvements and equipment) are used to provide services to citizens; consequently, these assets are not available for future spending. The Clerk cannot sell the assets to obtain funding.
- The remaining balance of net assets is considered unrestricted and may be used to meet the ongoing obligations to citizens and creditors. At the end of the current and prior fiscal years, the reported positive balances in all categories of net assets.

**LAFOURCHE PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2007**

Changes in Net Assets. For the year ended June 30, 2006, the net assets increased by \$454,384, an indication that its financial position improved during the year. Following is a summary of the government-wide Statement of Activities:

	FY 2007	FY 2006	Dollar Change	Total Percent Change
Total program expenses	\$ (2,464,293)	\$ (2,449,611)	\$ 14,682	6%
Total program revenues	2,729,601	2,400,005	329,596	13.7%
Net program income	265,308	(49,606)	314,914	634.8%
General revenues	189,076	107,881	81,195	75.3%
Change in Net Assets	454,384	58,275	396,109	679.7%
Net Assets:				
Beginning of the year	3,066,163	3,007,888	58,275	1.9%
End of the year	<u>\$ 3,520,547</u>	<u>\$ 3,066,163</u>	<u>\$ 454,384</u>	14.8%

- Program revenues in the amount of \$2,729,601 accounted for 94% of total revenues. Charges for services provided increased by over the prior fiscal year.
- General revenues in the amount of \$189,076 accounted for 6% of total revenues. The largest general revenue was unrestricted investment earnings.
- Total expenses increased by \$14,682 (6.0%) over the prior fiscal year.

FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS

The Clerk uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds. The focus of the governmental funds is to provide information on near term inflows, outflows and balances of spendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for funding future operational needs.

As of the end of the current fiscal year, the governmental funds reported combined ending fund balances of \$3,032,258, an increase of \$500,729 in comparison with the prior fiscal year. Unreserved fund balance, which is the portion of fund balance available for funding future operational needs, totaled \$3,032,258.

**LAFOURCHE PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2007**

Major Governmental Fund

- **The General Fund** is the chief operating fund. At the end of the current fiscal year, fund balance totaled \$3,032,258, of which all was unreserved and undesignated.
- The fund balance of the General Fund increased by \$500,729 during the current fiscal year, as compared to the prior fiscal year. This increase as compared to the prior fiscal year is due to better than expected program revenues.

BUDGETARY HIGHLIGHTS

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

CAPITAL ASSETS

Capital assets include furniture and fixtures, office equipment and leasehold improvements recorded at historical cost of \$1,198,555. Accumulated depreciation as of June 30, 2007 of \$735,145 deducted from the cost of assets resulted in an ending book balance of assets of \$463,410.

This year there were \$7,497 of additions and \$7,346 of deletions recorded to capital assets. Depreciation expense of \$53,766 was recorded for the year. More detailed information about the capital assets is presented in Note 4 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Fiscal Year 2007-08 General Fund adopted expenditure budget is approximately \$2.7 million, which is a 12% increase over the Fiscal Year 2006-07 General Fund budget. The General Fund budget is balanced and also provides approximately \$58,000 for current and future capital projects. A summary of next year's budget follows:

	FY 2008
Anticipated revenues	\$ 2,667,000
Expenditures:	
Current	2,609,000
Capital outlay	58,000
Anticipated expenditures	2,667,000
Excess of revenues	-
Fund Balance:	
Beginning of the year	2,531,529
End of the year	\$ 2,531,529

**LAFOURCHE PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2007**

CONTACTING FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the finances and to show the accountability for the money received. If you have questions about this report or need additional financial information, contact:

Honorable Vernon Rodrigue
Lafourche Parish Clerk of Court
P.O. Box 818
Thibodaux, LA 70302
985-447-4841

Financial Section



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

INDEPENDENT AUDITOR'S REPORT

Honorable Vernon H. Rodrigue
Lafourche Parish Clerk of Court
Thibodaux, Louisiana

We have audited the accompanying financial statements of the governmental activities and each major fund of the Lafourche Parish Clerk of Court as of and for the year ended June 30, 2007, which collectively comprise the basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Lafourche Parish Clerk of Court's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Lafourche Parish Clerk of Court as of June 30, 2007, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated August 20, 2007, on our consideration of the Lafourche Parish Clerk of Court's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

Honorable Vernon H. Rodrigue
Lafourche Parish Clerk of Court
Thibodaux, Louisiana
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The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The Management's Discussion & Analysis and Required Supplemental Information, as listed in the foregoing table of contents, are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Stagni & Company

Thibodaux, LA
August 20, 2007



LAFOURCHE PARISH CLERK OF COURT

Statement of Net Assets

June 30, 2007

<u>ASSETS</u>	<u>Governmental Fund</u>
Cash and cash equivalents	\$ 1,638,725
Investments	1,195,403
Receivables	72,756
Prepaid Insurance	24,825
Due from Agency Funds	319,054
Capital assets, net of accumulated depreciation	<u>463,410</u>
 Total assets	 <u>3,714,173</u>
 <u>LIABILITIES</u>	
Accounts payable and accrued expenses	97,885
Compensated absences	<u>95,795</u>
Total liabilities	<u>193,680</u>
 <u>NET ASSETS</u>	
Invested in Capital Assets	463,410
Unrestricted	<u>3,057,083</u>
 Total net assets	 <u><u>\$ 3,520,493</u></u>

See notes to financial statements.

LAFOURCHE PARISH CLERK OF COURT

Statement of Activities
For the Year Ended June 30, 2007

<u>EXPENSES</u>	
Salaries and benefits	\$ 1,693,071
Group Insurance	333,167
Other Insurance	38,208
Office supplies and expense	318,415
Telephone	12,881
Convention and Travel	14,785
Depreciation	53,766
Total program expenses	<u>2,464,293</u>
 <u>PROGRAM REVENUES</u>	
Charges for services	2,729,601
Total program revenues	<u>2,729,601</u>
 Net Program (Income) Expense	 265,308
 <u>GENERAL REVENUES</u>	
Gain on disposal of assets	(55)
Interest earned	189,076
Total general revenues	<u>189,021</u>
 Change in Net Assets	 454,329
 <u>NET ASSETS</u>	
Beginning of year	3,066,164
End of year	<u>\$ 3,520,493</u>

See notes to financial statements.

LAFOURCHE PARISH CLERK OF COURT
Balance Sheet - Governmental Fund - General Fund
June 30, 2007

ASSETS

Cash and cash equivalents	\$ 1,638,725
Investments	1,195,403
Receivables	72,756
Due from Other Funds	<u>319,054</u>
Total assets	<u><u>\$ 3,225,938</u></u>

LIABILITIES AND FUND BALANCES

Accounts payable and accrued expenses	\$ 97,885
Compensated absences	<u>95,795</u>
Total liabilities	193,680
 Fund Balance :	
Unreserved - undesignated	<u>3,032,258</u>
Total fund balance	<u><u>3,032,258</u></u>
 Total liabilities and fund balances	 <u><u>\$ 3,225,938</u></u>

See notes to financial statements.

LAFOURCHE PARISH CLERK OF COURT
*Reconciliation of the Balance Sheet- Governmental Fund
to the Statement of Net Assets
June 30, 2007*

Total fund balance - governmental fund (Fund Financial Statement)		\$3,032,258
Amounts reported for <i>governmental activities</i> in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds.		
Capital Assets at Cost	\$ 1,198,555	
Accumulated Depreciation	<u>(735,145)</u>	463,410
Other assets shown in governmental activities are not financial resources and, therefore, are not reported in the governmental funds:		
Prepaid Insurance	<u>24,825</u>	<u>24,825</u>
Total net assets of governmental activities (Government-Wide Financial Statements)		<u>\$3,520,493</u>

See notes to the financial statements.

LAFOURCHE PARISH CLERK OF COURT

Statement of Revenues, Expenditures and Changes in Fund Balance

Governmental Fund - General Fund

For the Year Ended June 30, 2007

Revenues	
Suits and successions transferred from the Advance Deposit Fund	\$ 1,004,753
Recording fees	902,092
Fees in criminal cases	99,099
Certified copies	362,352
Interest earned	189,076
Mortgage certificates	37,973
Court attendance	18,140
Cancellations	53,337
Marriage licenses	24,457
Notarial fees	30,200
Other	197,198
Total revenues	<u>2,918,677</u>
Expenditures	
Current - Judiciary:	
Salaries and benefits	1,693,071
Group Insurance	333,167
Other Insurance	38,132
Office supplies and expense	318,415
Telephone	12,881
Convention and Travel	14,785
Total current expenditures	<u>2,410,451</u>
Capital outlay	7,497
Total expenditures	<u>2,417,948</u>
 Excess (deficiency) of revenues over expenditures	 500,729
Fund Balances	
Beginning of year	2,531,529
End of year	<u>\$ 3,032,258</u>

See notes to financial statements.

LAFOURCHE PARISH CLERK OF COURT

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance-
Governmental Fund to the Statement of Activities
For the Year Ended June 30, 2007**

Net change in fund balance - governmental fund (Fund Financial Statements)	\$ 500,729
Amounts reported for <i>governmental activities</i> in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets are allocated over the estimated useful lives and reported as depreciation expense.	
Capital outlay	\$ 7,497
Loss on disposal of assets	(55)
Depreciation expense	<u>(53,766)</u>
	(46,324)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures:	
Increase in prepaid insurance	<u>(76)</u>
Change in net assets of governmental activities (Government -Wide Financial Statements)	<u>\$ 454,329</u>

See notes to financial statements.

LAFOURCHE PARISH CLERK OF COURT

Combining Statement of Fiduciary Net Assets

June 30, 2007

	Advance Deposit Fund	Registry of the Court Fund	Total
ASSETS			
Cash and cash equivalents	\$ 674,410	\$ 1	\$ 674,411
Investments	<u>1,462,759</u>	<u>2,859,112</u>	<u>4,321,871</u>
Total assets	<u>\$ 2,137,169</u>	<u>\$ 2,859,113</u>	<u>\$ 4,996,282</u>
LIABILITIES			
Due to general fund	\$ 319,054		\$ 319,054
Due to others	<u>1,818,115</u>	<u>\$ 2,859,113</u>	<u>4,677,228</u>
Total liabilities	<u>\$ 2,137,169</u>	<u>\$ 2,859,113</u>	<u>\$ 4,996,282</u>

See notes to the financial statements.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2007

INTRODUCTION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the Clerk of Court serves as ex-officio notary public, the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The Clerk of Court is elected for a four-year term. The current term expires on June 30, 2008.

The financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis—for State and Local Governments*, issued in June 1999. The more significant accounting policies established in GAAP and used by the Clerk is discussed below.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

These financial statements present the Lafourche Parish Clerk of Court as the primary government as defined by GASBS No. 14; component units are legally separate entities that are included in the reporting entity because of the significance of their operating or financial relationships. GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Since, the Lafourche Parish Clerk of Court (Clerk of Court) is an independently elected official, and is legally separate and fiscally independent; they are considered a separate governmental reporting entity.

There are unrecorded financial transactions between the Lafourche Parish Council (the Council) and the Clerk of Court where the Council provides office space and utilities for the Clerk of Court. These transactions between the Clerk of Court and the Parish Council are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2007

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basic Financial Statements

Basic financial statements are presented at both the government-wide and fund financial statement level. Both levels of statements categorize primary activities as governmental. Government-wide financial statements report information about the reporting unit as a whole. For the most part, the effect of interfund activity has been removed from these statements. These statements focus on the sustainability of the Clerk as an entity and the change in aggregate financial position resulting from the activities of the year. These aggregated statements consist of the Statement of Net Assets and the Statement of Activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include fees and charges to the public customers who use, or directly benefit from services, or privileges provided by a given function. Other items not reported as program revenues are reported instead as general revenues.

C. Measurement Focus / Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements 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. A one-year availability period is used for revenue recognition. Expenditures are recorded when the related fund liability is incurred.

Fund Financial Statements (FFS)

The financial transactions of the Clerk of Court are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

LAFOURCHE PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2007

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

C. Measurement Focus / Basis of Accounting (continued)

Governmental Funds

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

General Fund

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

Fiduciary Funds

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

Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2007

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

C . Measurement Focus / Basis of Accounting (continued)

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual: The governmental-type activities in the government-wide financial statements and fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual: The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

D. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, money market accounts and cash on hand. Cash equivalents include time deposits maturing within 90 days. Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

E. Investments

Investments are limited by Louisiana Revised Statute 25 33:2955 and the Clerk of Court's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities of investments are 90 days or less, they are classified as cash and cash equivalents. The Clerk's investments consist of time deposits with maturities between 91 and 270 days.

LAFOURCHE PARISH CLERK OF COURT

Notes to Financial Statements

For the Year Ended June 30, 2007

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

F. Capital Assets

Capital assets purchased or acquired with a cost of \$500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Office Equipment	5 years
Furniture & Fixtures	10 years
Automobiles	5 years
Leased Equipment	5 years

G. Interfund Activities

The Clerk of Court transfers interest earned on the investments of the Advance Deposit Fund to the Salary Fund to be utilized by the Salary Fund in its operations. In those cases where the physical transfer of assets has not taken place as of year-end, or where repayment is expected, these amounts are accounted for through the various due to and due from accounts.

H. Clerk's Fees Transferred from Advance Deposit Agency Fund

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

I. Budgetary Practices

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

Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting is not utilized in the funds of the Clerk of Court.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2007

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

J. Compensated Absences

The Clerk of Court accrues accumulated unpaid vacation and sick leave and associated employee-related costs when earned (or estimated to be earned) by the employee.

Employees earn a maximum of two weeks vacation per year based on their hire date. Vacation is accumulated at approximately one day per month and is credited to an employee each pay period. Employees are encouraged to take vacation time once ten days have been accumulated. Any vacation time accumulated over 10 days will be paid annually through the pay period ending December 15 of each year. Employees receive 12 days of personal leave for each year of service. The Clerk of Court allows a maximum of 30 unused personal leave days to accumulate. Any personal leave time accumulated over 30 days will be paid to the employee annually through the pay period endings December 15th of each year. Accumulated personal leave is paid upon separation of employment.

K. Restricted Net Assets

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

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

L. Fund Equity Reservations

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change. R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office, which amount shall be limited to no more than that which was received by the clerk in accordance with R.S. 1784 (A) during said term in office. At June 30, 2007, there was no amount due the parish treasurer as this was not the last year of the clerk's four-year term of office, and no determination of the amount that will be due, if any, can be made at this time.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
 For the Year Ended June 30, 2007

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

M. Use of Estimates

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

Note 2 DEPOSITS AND INVESTMENTS

The Clerk of Court's cash and cash equivalents and investments are considered deposits as defined. Deposits (demand deposits, interest bearing demand deposits and certificates of deposit) are recorded at cost, which approximates fair value.

At June 30, 2007 the carrying amounts of deposits are as follows:

	Balances	
	Book	Bank
Governmental Fund – Cash	\$1,638,725	\$1,571,536
Governmental Fund – Investments	1,195,403	1,219,264
Fiduciary Fund – Cash	674,411	825,045
Fiduciary Fund – Investments	4,321,872	4,348,322
Total deposits	\$7,830,411	\$ 7,964,167

The difference between the bank balance and the carrying amount represents outstanding checks and deposits in transit.

Custodial Credit risk is the risk that in an event of a bank failure, the district's deposits may not be returned to it. 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 (FDIC) must at all times equal the amount on deposit with the fiscal agent bank. 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.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2007

Note 2 **DEPOSITS AND INVESTMENTS (Continued)**

FDIC and pledged securities valued at \$11,442,428 secure these deposits from risk. The collateral must be held at the pledging bank's trust department or other bank, acting as the pledging bank's agent, in the Clerk of Court's name.

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

Custodial Credit Risk—Deposits. Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Clerk of Court does not have a deposit policy for custodial credit risk. As of June 30, 2007, \$7,364,167 of the bank balance of \$7,964,167 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$7,364,167
Uninsured and collateral held by pledging bank's trust department not in the city's name	<u>600,000</u>
Total	\$7,964,167

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 losses arising from increasing interest rates.

Note 3 **RECEIVABLES**

The accounts receivables of \$72,756 consists of amounts due from attorneys for recording court fees and expenses related to cases in progress, from abstractors for certified copies, and interest.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2007

Note 4 **CAPITAL ASSETS**

	Balance June 30, 2006	Additions	Deletions	Balance June 30, 2007
Furniture & fixtures	\$ 620,585	\$7,897	\$(7,346)	\$621,136
Office equipment	31,443			31,443
Leasehold Improvements	545,976			545,976
TOTAL COST	1,198,004	7,897	(7,346)	1,198,555
Less accumulated depreciation	688,271	53,766	(6,892)	735,145
NET CAPITAL ASSETS	\$509,733			\$463,410

Depreciation charged for governmental functions for the year was \$53,766.

Note 5 **OPERATING LEASES**

The Clerk of Court entered into an operating lease with the Town of Lockport for office space. This lease provides for monthly payments of \$173.25. The lease term is four years with an option to renew for another four-year term. The lease was renewed as of June 30, 2004. Total payments made on this lease for the year ending June 30, 2007 were \$2,079.

On March 1, 2006, the Clerk of Court entered into an operating lease with Southland Automotive Group, Inc. for a van. This lease provides for monthly payments of \$420. The lease term is three years and total payments made on this lease for the year ending June 30, 2007 was \$5,040.

LAFOURCHE PARISH CLERK OF COURT

Notes to Financial Statements For the Year Ended June 30, 2007

Note 6 POST-RETIREMENT BENEFITS

The 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 entirely by the Clerk of Court. For the year ending June 30, 2007, the cost of the benefits for 4 retirees totaled \$17,133.

Note 7 RETIREMENT SYSTEM

Substantially all employees of the Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. Contributions of participating clerks are pooled within the System to fund accrued benefits, with contribution rates approved by the Louisiana Legislature. The System also provides death and disability benefits. Benefits are established 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 percent of their annual covered salary and the Clerk of Court is required to contribute at an actuarially determined rate. The actuarially determined rate was 16.75 percent of annual covered payroll for the year ending June 30, 2007. 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 Clerk of Court are established as 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 to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2007

Note 7 **RETIREMENT SYSTEM (continued)**

Effective July 1, 1999, the Louisiana Senate passed Bill #556 allowing the individual Clerk's of Court to elect to pay both the employee and employer contributions into this retirement system. The Lafourche Parish Clerk of Court has elected to do so for the years ending June 30, 2005, 2006 and 2007.

The Clerk of Court's contribution for the years ending June 30, 2005, 2006 and 2007 were \$227,866 (22.75% of covered payroll), \$263,745 (24.00% of covered payroll), and \$266,793 (25.00% of covered payroll), respectively, which were equal to the required contributions for each year.

Note 8 **DEFERRED COMPENSATION PLAN**

The Clerk of Court employees participate in the State of Louisiana Deferred Compensation Plan. This Plan was established pursuant to IRC Section 457 and Louisiana R.S. 42:1301-1308. The Plan provides state, parish, and municipal employees with the opportunity to invest money on a before-tax basis, using payroll deduction. Participants defer federal or state income tax on their contributions. In addition, interest or earnings on the participant's account accumulate tax-deferred.

The participants may choose the amount to contribute with the maximums defined by the Internal Revenue Code and the investment option(s). The Clerk of Court agreed to match each participant's contribution up to a maximum of 9.75% for the period July 1st to December 31st of the current fiscal year and increased the contribution to 10% starting January 1st to June 30, 2007. Total contributions made by the Clerk of Court on behalf of the employees for the year ending June 30, 2007 were \$77,762.

Note 9 **EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH COUNCIL**

The Clerk of Court's office is located in the parish courthouse. The expenditures for maintenance and operation of the parish courthouse are paid by the Lafourche Parish Council and are not included in the accompanying financial statements. The amount of these expenditures paid by the Parish Council is indeterminate.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2007

Note 10 RISK MANAGEMENT

GENERAL LIABILITY INSURANCE

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

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

HEALTH INSURANCE

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

Required Supplemental Information

LAFOURCHE PARISH CLERK OF COURT

*Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2007*

<u>Revenues</u>	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final *</u>		<u>Favorable (Unfavorable)</u>
Suits and successions transferred from the Advance Deposit Fund	\$ 875,000	\$ 875,000	\$ 1,004,753	\$ 129,753
Recording fees	885,000	885,000	902,092	17,092
Fees in criminal cases	75,000	75,000	99,099	24,099
Certified copies	290,000	290,000	362,352	72,352
Interest earned	100,000	100,000	189,076	89,076
Mortgage certificates	35,000	35,000	37,973	2,973
Court attendance	16,000	16,000	18,140	2,140
Cancellations	50,000	50,000	53,337	3,337
Marriage licenses	17,000	17,000	24,457	7,457
Notarial fees	7,000	7,000	30,200	23,200
Other	40,000	40,000	197,198	157,198
Total revenues	2,390,000	2,390,000	2,918,677	528,677
Expenditures				
Current-Judiciary:				
Salaries and benefits	1,310,000	1,310,000	1,693,071	(383,071)
Group Insurance	300,000	300,000	333,167	(33,167)
Other Insurance	20,000	20,000	38,132	(18,132)
Office supplies and expense	683,000	683,000	318,415	364,585
Telephone	12,000	12,000	12,881	(881)
Convention and Travel	5,000	5,000	14,785	(9,785)
Total current expenditures	2,330,000	2,330,000	2,410,451	(80,451)
Capital outlay	60,000	60,000	7,497	52,503
Total expenditures	2,390,000	2,390,000	2,417,948	(27,948)
Excess (deficiency) of revenues over expenditures	-	-	500,729	500,729
Fund Balances				
Beginning of year	2,417,654	2,417,654	2,531,529	113,875
End of year	\$ 2,417,654	\$ 2,417,654	\$ 3,032,258	\$ 614,604

* NOTE: The budget was not amended during the year.

*Reports Required by
Government Auditing Standards*



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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

Honorable Vernon Rodrigue
Lafourche Parish Clerk of Court
Thibodaux, Louisiana

We have audited the financial statements of the governmental activities, and each major fund of the Lafourche Parish Clerk of Court as of and for the year ended June 30, 2007, which collectively comprise the basic financial statements, and have issued our report thereon dated August 20, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Lafourche Parish Clerk of Court's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal control over financial reporting.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the financial statements that is more than inconsequential will not be prevented or detected by the internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Lafourche Parish Clerk of Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and 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 our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

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

Stagni & Company

Thibodaux, Louisiana
August 20, 2007



**LAFOURCHE PARISH CLERK OF COURT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2007**

We have audited the financial statements of the Lafourche Parish Clerk of Court as of and for the year ended June 30, 2007, and have issued our report thereon dated August 20, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Our audit of the financial statements resulted in an unqualified opinion.

Section I - Summary of Auditor's Reports

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

Internal Control

Material Weaknesses Yes No
 Significant Deficiencies Yes No

Compliance

Compliance Material to Financial Statements Yes No

b. Federal Awards **N/A - NONE**

Internal Control

Material Weaknesses Yes No Significant Deficiencies Yes No
 Type of Opinion On Compliance Unqualified Qualified
 For Major Programs Disclaimer Adverse
 Are their findings required to be reported in accordance with Circular A-133, Section .510(a)? Yes No

c. Identification of Major Programs **N/A - NONE**

CFDA Number (s)	Name of Federal Program (or Cluster)

Dollar threshold used to distinguish between Type A and Type B programs: \$ _____

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133? Yes No

Section II - Financial Statement Findings

NONE

Section III - Federal Award Findings and Questioned Costs

NOT APPLICABLE

