

**ST. HELENA PARISH CLERK OF COURT
GREENSBURG, LOUISIANA**

ANNUAL FINANCIAL STATEMENTS

As of and for the Year Ended June 30, 2012

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 DEC 19 2012

**PHIL HEBERT
CERTIFIED PUBLIC ACCOUNTANT
A PROFESSIONAL ACCOUNTING CORPORATION**

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

**Annual Financial Statements
With Supplemental Information Schedules
As of June 30, 2012 and for the Year Then Ended**

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

**Annual Financial Statements
With Supplemental Information Schedules
As of June 30, 2012 and for the Year Then Ended**

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Concluded

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Independent Auditor's Report

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

I have audited the accompanying financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, Greensburg, Louisiana, a component unit of the St. Helena Parish Police Jury, as of and for the year ended June 30, 2012, which collectively comprise the St. Helena Parish Clerk of Court's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the St. Helena Parish Clerk of Court's management. My responsibility is to express an opinion on these financial statements based on my audit.

I have conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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 the significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinions.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, as of June 30, 2012, 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*, I have also issued my report dated November 29, 2012, on my consideration of St. Helena Parish Clerk of Court's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

Mildred Cyprian, Clerk of Court
St. Helena Parish Clerk of Court
Page 2.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 through 10 and 36 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Respectfully submitted,

Phil Hebert

Phil Hebert, CPA
A Professional Accounting Corporation
November 29, 2012

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

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

**Management's Discussion and Analysis
As of and for the Year Ended June 30, 2012**

Introduction

The St. Helena Parish Clerk of Court is pleased to present its Annual Financial Report developed in compliance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - Management's Discussion and Analysis - For State and Local Governments* (GASB 34), and related standards.

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

Since Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the Clerk's financial statements on pages 12 through 19 of this report.

Financial Highlights

At June 30, 2012, total assets of the Clerk were \$157,788, and exceeded liabilities by the amount of \$101,205 (i.e., net assets). Of the total net assets, \$101,205 was unrestricted and available to support short-term operations.

For the year ended June 30, 2012, the Clerk's total net assets decreased by \$6,242.

The Clerk's program revenues increased by \$13,229 to \$435,350, as compared to \$422,121 for the prior fiscal year.

The Clerk's program expenses decreased by \$47,070 to \$441,870, as compared to \$488,940 for the prior fiscal year.

Overview of the Annual Financial Report

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

The MD&A is intended to serve as an introduction to the Clerk's basic financial statements, which consist of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements.

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

**Management's Discussion and Analysis
As of and for the Year Ended June 30, 2012**

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

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

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

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

Fund Financial Statements

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

Governmental funds are used to account for most of the Clerk's basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances that are left at year-end that are available for spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Clerk's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk's programs. The basic governmental fund financial statements can be found on pages 15 through 18 of this report.

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

**Management's Discussion and Analysis
As of and for the Year Ended June 30, 2012**

Fiduciary funds are used to account for assets held on behalf of outside parties. The only funds accounted for in this category by the Clerk are agency funds. The agency funds account for assets held by the Clerk as an agent for others. These funds are custodial in nature and do not involve measurement of results of operations. The basic fiduciary fund financial statement can be found on page 19 of this report.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for governmental funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the Clerk's immediate decisions on the current use of financial resources. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and change in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Notes to the Financial Statements

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

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

**Management's Discussion and Analysis
As of and for the Year Ended June 30, 2012**

Government-Wide Financial Analysis

As noted earlier, net assets may serve as a useful indicator of a government's financial position. The following table provides a summary of the Clerk's net assets for the current year as compared to the prior year. For more detailed information, see the Statement of Net Assets on page 12 of this report.

**Net Assets
2012 and 2011**

	Governmental Activities			
	<u>June 30, 2012</u>	<u>June 30, 2011</u>	<u>Dollar Change</u>	<u>% Change</u>
Assets				
Current and Other Assets	\$ 157,788	\$ 155,262	\$ 2,526	1.63%
Total Assets	<u>157,788</u>	<u>155,262</u>	<u>2,526</u>	<u>1.63%</u>
Liabilities and Net Assets				
Other Liabilities	56,583	47,815	(8,768)	-18.34%
Total Liabilities	<u>56,583</u>	<u>47,815</u>	<u>(8,768)</u>	<u>-18.34%</u>
Net Assets				
Unrestricted	101,205	107,447	(6,242)	-5.81%
Total Net Assets	<u>\$ 101,205</u>	<u>\$ 107,447</u>	<u>\$ (6,242)</u>	<u>-5.81%</u>

100% of the Clerk's net assets are unrestricted and may be used to meet the Clerk's ongoing obligations to its citizens.

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

The Clerk's activities decreased its total net assets by \$6,242.

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

**Management's Discussion and Analysis
As of and for the Year Ended June 30, 2012**

In order to further understand what makes up the changes in net assets, the following table provides a summary of the results of the Clerk's activities for the current year as compared to the prior year. An analysis of the primary sources of these changes follows the table. For more information, see the Statement of Activities on page 13 of this report.

**Changes in Net Assets
For the Years Ended June 30, 2012 and 2011**

	Governmental Activities			
	<u>June 30, 2012</u>	<u>June 30, 2011</u>	<u>Dollar Change</u>	<u>% Change</u>
Revenues:				
Program Revenues:				
Charges for Services	\$ 435,350	\$ 422,121	\$ 13,229	3.13%
General Revenues:				
Interest Income	278	542	(264)	-48.71%
Total Revenues	<u>435,628</u>	<u>422,663</u>	<u>12,965</u>	3.07%
Expenses:				
General Government	441,870	488,588	(46,718)	-9.56%
Depreciation	-	352	(352)	-100.00%
Total Expenses	<u>441,870</u>	<u>488,940</u>	<u>(47,070)</u>	-9.63%
Changes in Net Assets	(6,242)	(66,277)	60,035	-90.58%
Beginning Net Assets	107,447	173,724	(66,277)	-38.15%
Ending Net Assets	<u>\$ 101,205</u>	<u>\$ 107,447</u>	<u>\$ (6,242)</u>	-5.81%

Governmental Activities

The Clerk's governmental net assets decreased by \$6,242, or 6% of the prior year ending net assets to \$101,205. The decrease in net assets is \$60,035 less than the prior year decrease. This difference is caused by a \$12,965 increase in revenues and a \$47,070 decrease in expenses.

Revenues are higher in the current year due to an increase in recording fees of \$15,862.

The decrease in expenses is due primarily to decreases in salary of \$18,213, unemployment expense of \$6,422 and retirement of \$5,169.

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

**Management's Discussion and Analysis
As of and for the Year Ended June 30, 2012**

Fund Financial Analysis

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

Governmental Funds

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

At the end of the current year, the Clerk's governmental funds reported ending fund balance of \$157,219 all of which was available for spending at the Clerk's discretion. This represents an increase of \$6,605 or 4% of the prior year's ending balance.

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 others. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The basic fiduciary fund financial statements can be found on page 19 of this report.

General Fund Budgetary Highlights

The St. Helena Parish Clerk of Court demonstrate legal compliance by adopting its budget in accordance with provisions of the Local Government Budget Act.

As required by state law, actual revenues were more than budgeted revenues and actual expenditures were less than budgeted expenditures.

For the general fund, final actual revenue amounts exceeded budgeted revenues by \$1,182. Final actual expenditures fell below budgeted expenditures by \$8,978.

For the general fund, original budgeted revenues and final budgeted revenues were \$434,446. Original budgeted expenditures and final budgeted expenditures were \$438,001.

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

**Management's Discussion and Analysis
As of and for the Year Ended June 30, 2012**

Capital Assets

At the end of the fiscal year ending June 30, 2012, St. Helena Parish Clerk of Court's capital assets were fully depreciated. The changes in capital assets are presented in the table below.

	<u>June 30, 2012</u>	<u>June 30, 2011</u>
Capital Assets	\$ 73,001	\$ 73,001
Less: Accumulated Depreciation	<u>73,001</u>	<u>73,001</u>
Net Capital Assets	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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

Other Factors Affecting the Clerk

The Clerk actively monitors revenues and expenses and attempts to provide services for the office based on existing revenues.

Contacting the Clerk's Financial Management

This financial report is designed to provide the Clerk's users with a general overview of the Clerk's finances and show the Clerk's accountability for the money it received. Questions regarding this report or requests for additional information should be addressed to the St. Helena Parish Clerk of Court, St. Helena Parish Court House, Post Office Box 308, Greensburg, Louisiana 70441-0308, telephone (225) 222-4514.

Basic Financial Statements
Government-Wide Financial Statements

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

Statement A

**Statement of Net Assets
June 30, 2012**

	<u>Governmental Activities</u>
Assets:	
Cash and Cash Equivalents	\$ 123,387
Investments	25,000
Accounts Receivable	9,401
Total Assets	<u>157,788</u>
Liabilities:	
Accounts Payable	569
Postemployment Healthcare Benefits Payable	56,014
Total Liabilities	<u>56,583</u>
Net Assets:	
Unrestricted	101,205
Total Net Assets	<u>\$ 101,205</u>

The accompanying notes are an integral part of this statement.

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

Statement B

**Statement of Activities
For the Year Ended June 30, 2012**

	<u>Expenses</u>	<u>Program Revenues Charges for Services</u>	<u>Net Revenues (Expenses)</u>
Governmental Activities:			
General Government	\$ 441,870	\$ 435,350	\$ (6,520)
Total Governmental Activities	<u>\$ 441,870</u>	<u>\$ 435,350</u>	<u>(6,520)</u>
General Revenues:			
Interest Income			278
Total General Revenues			<u>278</u>
Change in Net Assets			(6,242)
Net Assets, Beginning of Year			107,447
Net Assets, End of Year			<u>\$ 101,205</u>

The accompanying notes are an integral part of this statement.

Basic Financial Statements
Fund Financial Statements

St. Helena Parish Clerk of Court
Greensburg, Louisiana

Statement C

Balance Sheet
Governmental Fund
June 30, 2012

	<u>General Fund</u>
Assets:	
Cash and Cash Equivalents	\$ 123,387
Investments	25,000
Accounts Receivable	9,401
Total Assets	<u>\$ 157,788</u>
Liabilities and Fund Balance:	
Liabilities:	
Accounts Payable	\$ 569
Total Liabilities	<u>569</u>
Fund Balance:	
Unassigned:	157,219
Total Fund Balance	<u>157,219</u>
Total Liabilities and Fund Balance	<u>\$ 157,788</u>

The accompanying notes are an integral part of this statement.

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

Statement D

**Reconciliation of the Governmental Fund Balance Sheet to
the Government-Wide Statement of Net Assets
June 30, 2012**

Fund Balances, Governmental Funds, Statement C	\$ 157,219
Amounts reported for governmental activities in the statement of net assets are different because:	
Other postemployment obligations liability is not due and payable in the current period, and therefore, is not reported in the funds.	(56,014)
Net Assets, Governmental Activities, Statement A	<u>\$ 101,205</u>

The accompanying notes are an integral part of this statement.

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

Statement E

**Statement of Revenues, Expenditures, and Change in Fund Balance
Governmental Fund
For the Year Ended June 30, 2012**

	<u>General Fund</u>
Revenues:	
Court Costs, Fees, and Charges	\$ 206,591
Fees for Recording Legal Documents	121,146
Fees for Certified Copies	59,926
Interest Earnings	278
Licenses and Permits	7,719
Other Revenues	21,018
Clerk's Supplemental Compensation	18,950
Total Revenues	<u>435,628</u>
 Expenditures:	
Accounting Fees	5,800
Birth Certificates	3,003
Clerk of Court Expenses	6,718
Convention	1,600
Dues and Subscriptions	2,497
Election Expense	19,931
Fuel	1,595
Insurance	2,722
Insurance, Health	43,885
Insurance, Worman's Compensation	677
Marriage License Fees	509
Miscellaneous	1,976
Office Supplies	6,685
Payroll Taxes	4,399
Postage	5,796
Retirement	40,214
Safety Deposit Box	50
Salaries	264,622
Supplemental Pay Expense	8,553
Telephone	7,791
Total Expenditures	<u>429,023</u>
 Net Change in Fund Balance	 6,605
Fund Balance, Beginning of Year	<u>150,614</u>
Fund Balance, End of Year	<u>\$ 157,219</u>

The accompanying notes are an integral part of this statement.

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

Statement F

**Reconciliation of the Statement of Revenues, Expenditures and Change in Fund Balance
of Governmental Funds to the Statement of Activities**

For the Year Ended June 30, 2012

Net Change in Fund Balance, Governmental Funds, Statement E	\$ 6,605
Amounts reported for governmental activities in the statement of activities are different because:	
The net change in the liability for postemployment healthcare benefits is reported in the government-wide statements, but not in the governmental fund statements.	(12,847)
Change in Net Assets, Governmental Activities, Statement B	\$ <u>(6,242)</u>

The accompanying notes are an integral part of this statement.

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

Statement G

**Statement of Fiduciary Net Assets
June 30, 2012**

	Advance Deposit Fund	Registry of Court Fund	Total
Assets:			
Cash and Cash Equivalents	\$ 73,995	\$ 212,863	\$ 286,858
Total Assets	<u>73,995</u>	<u>212,863</u>	<u>286,858</u>
Liabilities:			
Liabilities			
Held in Trust for Taxing Bodies and Others	73,995	212,863	286,858
Total Liabilities	<u>73,995</u>	<u>212,863</u>	<u>286,858</u>
Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

Notes to the Financial Statements

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

Introduction

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

1. Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying basic financial statements of the St. Helena Parish Clerk of Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The accompanying basic financial statements have been prepared in conformity with *GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, issued in June 1999.

B. Reporting Entity

The Clerk of Court is an independently elected official; however, the Clerk of Court is fiscally dependent on the St. Helena Parish Police Jury. St. Helena Parish Police Jury maintains and operates the parish courthouse in which the Clerk of Court's office is located and provides funds for equipment and furniture of the Clerk of Court's office. Because the Clerk of Court is fiscally dependent on the police jury, the Clerk of Court was determined to be a component unit of the St. Helena Parish Police Jury, the financial reporting entity.

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

C. Fund Accounting

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

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

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

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

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

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

D. Measurement Focus/Basis of Accounting

Fund Financial Statements (FFS)

The amounts reflected in the General Fund and Other Funds, of Statements A and B, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e. revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of clerk operations.

The amounts reflected in the General Fund and Other Funds, of Statements A and B, use the modified accrual basis of accounting. Under the modified accrued basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

amount of the transaction can be determined and available means collectible within the current period of soon enough thereafter to pay liabilities of the current period. The clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgements which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

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

Expenditures

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

Other Financing Sources (Uses)

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

Deferred Revenues

Deferred revenues arise when resources are received by the clerk before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the clerk has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

Basic Financial Statements - Government-Wide Financial Statements

The statement of net assets and the statement of activities display information about the Clerk as a whole. These statements include all the financial activities of the Clerk. 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 exchange or exchange-like transactions are recognized in accordance with the requirements of *GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions*.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

Program Revenues - Program revenues included in the Statement of Activities (Statement B) are derived directly from clerk users as a fee for services; program revenues reduce the cost of the function to be financed from the clerk's general revenues.

Reconciliation

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

E. Budgets

The Clerk uses the following budget practices:

- 1) The Clerk of Court prepares a budget at the beginning of each fiscal year based upon prior year expenditures and anticipated revenues for the budget year.
- 2) The proposed budget is prepared on the modified accrual basis (GAAP) of accounting and is made available for public inspection at least 15 days prior to the beginning of each fiscal year.
- 3) Appropriations lapse at the end of each fiscal year.
- 4) The Clerk has the authority to make changes or amendments within various budget classifications.

F. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Clerk of Court may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. Investments

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the clerk's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. At June 30, 2012, the Clerk had a Certificate of Deposit with an original maturity that exceeded 90 days in the amount of \$25,000. Interest earned on the certificate is paid to the General Fund on a monthly basis. The certificate of deposit is classified as an investment.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

H. Inventories

The Clerk of Court uses the purchase method for accounting for expendable supplies whereby expenditures are recognized when the items are purchased. The Clerk of Court did not record any inventory at June 30, 2012.

I. Prepaid Items

The Clerk of Court did not record any prepaid items at June 30, 2012.

J. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

Capital assets are recorded in the Statement of Net Assets and the Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture	7
Equipment	5
Computers and Software	5

K. Compensated Absences

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

All employees of the Clerk of Court's office earn one to two weeks of vacation leave each year depending on the length of service. In addition, employees are granted sick leave each year on a case-by case basis.

As of June 30, 2012, the Clerk of Court did not have any employee leave due to the new policy listed below.

The Clerk of Court's office has revised the following policy relating to vacation and sick leave.

All employees under the new Clerk of Court are considered newly hired employees. Therefore, each employee is given a three month probationary period before becoming eligible for annual or sick leave. Once the probationary period is over the employee has attained permanent status and will be granted five sick leave days and annual leave days.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

Beginning July 1, 2013, each employee with permanent status will be granted ten sick leave days and ten annual leave days for the next calendar year. The employee will have until the end of the fiscal year to use their vacation and sick leave days. Upon voluntary or involuntary termination, the employee may be compensated for unused annual leave, but will not be compensated for unused sick leave.

L. Restricted Net Assets

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

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

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

M. Fund Balance Reporting Footnote

Fund Equity

In the governmental fund financial statements, fund balances are classified as follows:

1. Non-spendable fund balance – amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.
2. Restricted fund balance – amounts that can be spent only for specific purposes because of the Constitution of the State of Louisiana, other state and federal laws, or externally imposed conditions by grantors, creditors, or voter approved propositions.
3. Committed fund balance – amounts that can be used only for specific purposes determined by a formal action by the Clerk of Court.
4. Assigned fund balance – amounts that are constrained by the Clerk of Court's intent that they will be used for specific purposes.
5. Unassigned fund balance – all other amounts not included elsewhere.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

The Clerk of Court considers restricted fund balances to be spent for governmental expenditures first when both restricted and unrestricted resources are available. The Clerk of Court also considers committed fund balances to be spent first when other unrestricted fund balance classifications are available for use.

Louisiana Revised Statute 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, 2012, there was no amount due the parish treasurer as the General Fund's fund balance at June 30, 2012, did not exceed one-half of the revenues of the General Fund for the last year of the clerk's four year term of office.

N. Estimates

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

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

2. Cash and Cash Equivalents

At June 30, 2012, the Clerk of Court had cash and cash equivalents (book balances) totaling \$410,245 as follows:

Demand Deposits	\$ 109,763
Louisiana Asset Management Pool	300,482
Total	<u>\$ 410,245</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. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2012, the Clerk of Court had \$166,407 in deposits (collected bank balances) which includes \$25,000 invested in a certificate of deposit. These deposits are secured from risk by \$166,407 of federal deposit insurance.

At June 30, 2012, the Clerk of Court had \$300,482 in deposits in LAMP. In accordance with GASB Codification Section 150.165, the assets held in LAMP at June 30, 2012, are not categorized in the three risk categories provided by GASB Codification Section 150.164 as described in the investment footnote three below, because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. The LAMP assets are considered to be cash equivalents. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the state laws of the state of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprising the State Treasurer, representatives from various organizations of local government, the Government Finance Office Association of Louisiana, and the Society of Louisiana CPAs. Only local governments having contracted with LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

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

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

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

- Credit Risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial Credit Risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of Credit Risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest Rate Risk: 2a7-like investment pools are excluded from this disclosure requirement, per paragraph 15 of the GASB 40 statement.
- Foreign Currency Risk: Not applicable to 2a7-like pools.

3. Investments

Investments are categorized into three categories of credit risk:

1. Insured or registered, or securities held by the Clerk of Court or its agent in the clerk's name
2. Uninsured and unregistered, with securities held by the counter party's trust department or agent in the clerk's name
3. Uninsured and unregistered, with securities held by the counter party, or by its trust department or agent but not in the clerk's name

At fiscal year-end, the Clerk of Court's investment balances were as follows:

<u>Type of Investment</u>	<u>Category</u>	<u>Fair Value</u>	<u>Carrying Amount</u>
Certificate of Deposit	1	\$ 25,000	\$ 25,000

These deposits are secured from risk by \$25,000 of federal deposit insurance.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

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

4. Receivables

The receivables of \$9,401 at June 30, 2012, are as follows:

Charges for Services	\$ <u>9,401</u>
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The Clerk considers all receivables to be collectible; therefore, no allowance has been established for doubtful accounts.

5. Capital Assets

Capital assets and depreciation activity as of and for the year ended June 30, 2012, for governmental activities are as follows:

Description	Balance 7/1/11	Additions	Deletions	Balance 6/30/12
Furniture	\$ 1,899	\$ -	\$ -	\$ 1,899
Equipment	153	-	-	153
Computers and Software	70,949	-	-	70,949
Total Capital Assets Being Depreciated	<u>73,001</u>	-	-	<u>73,001</u>
Less Accumulated Depreciation	73,001	-	-	73,001
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

6. Pension Plan

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

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees hired on or before December 31, 2010, who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their monthly average final compensation for each year of credited service accrued on and before June 30, 1999; and 3 1/3 per cent of their monthly average final compensation for each year of credited service accrued on and after July 1, 1999, not to exceed 100 percent of their final-average salary. Employees hired on or after January 1, 2011, who retire at or after age 60 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their monthly average final compensation, not to exceed 100 per cent of their final average salary. Monthly average final compensation means the average of a member's monthly salary during the highest compensated sixty consecutive months or successive joined months if service was interrupted. However, the salary to be

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

considered for the thirteenth through the twenty-fourth month may not exceed one hundred ten percent of the salary for the first through the twelfth month. The salary to be considered for the twenty-fifth through the thirty-sixth month may not exceed one hundred ten percent of the salary for the thirteenth through the twenty-fourth month. The salary is considered for the thirty-seventh through the forty-eighth month may not exceed one hundred ten percent of the salary for the twenty-fifth through the thirty-sixth month. The salary to be considered for the forty-ninth through the sixtieth month may not exceed one hundred ten percent of the salary for the thirty-seventh through the forty-eighth month.

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

The System issues an annual publicly available financial report that includes financial statements and required supplemental information for the System. That report may be obtained by writing to the Louisiana Clerk of Court's 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 rate, at June 30, 2012, is 17.25 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. Helena Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. Helena Parish Clerk of Court's contributions to the System for the years ended June 30, 2012, 2011, and 2010, were \$40,214, \$45,383 and \$37,258 respectively, equal to the required contributions for each year.

7. Other Post Employment Benefits

Plan Description. The Clerk's defined benefit postemployment health care plan ("the Retiree Health Plan") provides medical, dental and life insurance benefits to eligible retired employees and their beneficiaries. The Retiree Health Plan is affiliated with the Louisiana Clerks of Court Insurance Trust ("LCCIT"), an agent multiple-employer postemployment healthcare plan administered by the Louisiana Clerks of Court Association.

Funding Policy. The contribution requirements of plan members and the Clerk are established and may be amended by the LCCIT board of trustees. The Clerk contributes 50% of the cost of the current-year premiums for eligible retired plan members and 0% of the cost for retired plan members' spouses and dependent children. For fiscal year 2012, the Clerk contributed \$8,694 to the plan and the retirees contributed \$4,071.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

Annual OPEB Cost and Net OPEB Obligation. For 2012, the Clerk’s annual other postemployment benefit (“OPEB”) cost (expense) is calculated based on the annual required contribution of the employer (“ARC”), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents the level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Clerk’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Clerk’s net OPEB obligation to the Retiree Health Plan:

Annual Required Contribution	\$ 21,356
Interest on Net OPEB Obligation	1,727
Adjustment to Annual Required Contribution	<u>(1,542)</u>
Annual OPEB Cost (Expense)	21,541
Contributions Made	<u>(8,694)</u>
Increase in Net OPEB Obligation	12,847
Net OPEB Obligation – beginning of year	<u>43,167</u>
Net OPEB Obligation – end of year	<u><u>\$ 56,014</u></u>

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

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2010	\$21,356	14.6%	\$ 18,243
6/30/2011	\$21,434	-16.3%	\$ 43,167
6/30/2012	\$21,541	40.4%	\$ 56,014

Funded Status and Funding Progress. As of June 30, 2009, the actuarial accrued liability for benefits was \$245,674, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$214,889, and the ratio of the unfunded actuarial accrued liability to the covered payroll was 114.3%.

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

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

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

In the June 30, 2009 actuarial valuation, the entry age actuarial cost method was used. Based on the Clerk's short-term investment portfolio, a discount rate of 4.0% was used. In addition, the actuarial assumptions included an annual healthcare cost trend rate of 10% initially, reduced by decrements to an ultimate rate of 5.5% after 10 years. The Clerk's unfunded actuarial liability is being amortized as a level percentage of projected payroll on an open basis over 30 years.

**REQUIRED SUPPLEMENTARY INFORMATION
Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) – Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage Of Covered Payroll ((b-a)/c)
6/30/2009	\$ 0	\$245,674	\$245,674	0.0%	\$214,889	114.3%

8. Accounts and Other Payables

	General Fund	Fiduciary Funds	Totals
Accounts	\$ 569	\$ -	\$ 569
OPEB	56,014	-	56,014
Held in Trust for Taxing Bodies and Others	-	286,858	286,858
Total	<u>\$ 56,583</u>	<u>\$ 286,858</u>	<u>\$ 343,441</u>

9. Short-Term Debt

The Clerk of Court did not have any short-term debt at June 30, 2012.

10. Leases

The Clerk of Court did not have any leases at June 30, 2012.

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

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2012**

11. Long-Term Obligations

The Clerk of Court did not have any long-term obligations at June 30, 2012.

12. Related Party Transactions

The Clerk of Court did not have any related party transactions at June 30, 2012.

13. Risk Management

The Clerk is exposed to various risks of loss related to theft, damage, or destruction of assets, torts, errors and omissions, injuries, natural disasters, and many other unforeseeable events. The Clerk purchases insurance from Louisiana Clerks of Court Risk Management Agency. The Clerk's payment of the insurance policy deductible is the only liability associated with these policies and bonds. There has been no significant decrease in insurance coverage from prior years, and the amount of settlements has not exceeded the insurance coverage for the past three fiscal years.

14. Litigation and Claims

The Clerk of Court did not have any litigation or claims at June 30, 2012.

15. On-Behalf Payments

The Clerk of Court received \$18,950 from the Clerk's Supplemental Compensation Fund. The payments are recorded as Clerk's Supplemental Compensation revenue.

16. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, November 29, 2012, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

Required Supplemental Information (Part II)
Budgetary Comparison Schedule

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

Schedule 1

**Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2012**

	Budgeted Amounts		Actual Amounts: GAAP Basis	Variance with Final Budget: Favorable (Unfavorable)
	Original	Final		
Revenues:				
Court Costs, Fees, and Charges	\$ 265,174	\$ 265,174	\$ 206,591	\$ (58,583)
Fees for Recording Legal Documents	83,000	83,000	121,146	38,146
Fees for Certified Copies	35,000	35,000	59,926	24,926
Interest Earnings	672	672	278	(394)
Licenses and Permits	8,600	8,600	7,719	(881)
Other Revenues	21,000	21,000	21,018	18
Clerk's Supplemental Compensation	21,000	21,000	18,950	(2,050)
Total Revenues	<u>434,446</u>	<u>434,446</u>	<u>435,628</u>	<u>1,182</u>
Expenditures:				
Accounting	7,850	7,850	5,800	2,050
Birth Certificates	2,300	2,300	3,003	(703)
Clerk of Court Expenses	11,516	11,516	6,718	4,798
Convention	4,000	4,000	1,600	2,400
Dues and Subscriptions	2,400	2,400	2,497	(97)
Election Expense	2,400	2,400	19,931	(17,531)
Fuel	500	500	1,595	(1,095)
Insurance	3,700	3,700	2,722	978
Insurance, Health	48,725	48,725	43,885	4,840
Insurance, Workman's Compensation	450	450	677	(227)
Marriage License Fees	585	585	509	76
Miscellaneous	-	-	1,976	(1,976)
Office Supplies	6,000	6,000	6,685	(685)
Payroll Taxes	3,220	3,220	4,399	(1,179)
Postage	5,800	5,800	5,796	4
Retirement	56,725	56,725	40,214	16,511
Safety Deposit Box	30	30	50	(20)
Salaries	267,400	267,400	264,622	2,778
Supplemental Pay Expense	5,200	5,200	8,553	(3,353)
Telephone	9,000	9,000	7,791	1,209
UCC	200	200	-	200
Total Expenditures	<u>438,001</u>	<u>438,001</u>	<u>429,023</u>	<u>8,978</u>
Net Change in Fund Balance	(3,555)	(3,555)	6,605	10,160
Fund Balance, Beginning of Year	150,614	150,614	150,614	-
Fund Balance, End of Year	<u>\$ 147,059</u>	<u>\$ 147,059</u>	<u>\$ 157,219</u>	<u>\$ 10,160</u>

See auditor's report.

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

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Certified Public
Accountants

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

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

I have audited the financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, Greensburg, Louisiana, a component unit of the St. Helena Parish Police Jury, as of and for the year ended June 30, 2012, which collectively comprise the St. Helena Parish Clerk of Court's basic financial statements and have issued my report thereon dated November 29, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

Management of St. Helena Parish Clerk of Court is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing my audit, I considered St. Helena Parish Clerk of Court's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the St. Helena Parish Clerk of Court's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the St. Helena Parish Clerk of Court's internal control over financial reporting.

My consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies, or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying schedule of current year audit findings, recommendations and responses, I identified certain deficiencies in internal control over financial reporting that I consider to be a material weakness.

Mildred Cyprian, Clerk of Court
St. Helena Parish Clerk of Court

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. I consider the deficiency described in the accompanying schedule of current year audit findings, recommendations and responses as item 2012-1 to be a material weakness.

Compliance and Other Matters

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

St. Helena Parish Clerk of Court's response to the findings identified in my audit is described in the accompanying schedule of current year audit findings, recommendations, and responses. I did not audit St. Helena Parish Clerk of Court's response and, accordingly, I express no opinion on it.

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

Phil Hebert

Phil Hebert, CPA
A Professional Accounting Corporation

November 29, 2012

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

**Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2012**

Internal Control

2011-1 Accountant cannot prepare financial statements

Condition:

As part of the audit engagement, the auditor drafted the financial statements for the Clerk of Court.

Recommendation:

I recommend the Clerk of Court review the cost benefit of hiring an accountant with the technical skills to prepare the basic financial statements of the St. Helena Parish Clerk of Court in conformity with the accounting principles generally accepted in the United States of America as applied to governmental units.

Resolved: No

See Finding 2012-1

2011-2 Clerk's Expense Check

Condition:

The Clerk is receiving an expense check equal to ten percent of her annual compensation, but it is not included in payroll and retirement.

Recommendation:

I recommend the expense check be included in payroll subject to retirement.

Resolved: Yes

2011-3 Employee Election Payments

Condition:

The Clerk is paying employees to work the elections but not including the payments as part of their compensation.

Recommendation:

I recommend payments to employees for working the elections should be reported to employees on Form W-2 and payroll taxes should be paid.

Resolved: Yes

Continued

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

**Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2012**

2011-4 Overtime Pay

Condition:

In December 2010, three employees were paid for overtime in December 2010, but the payments were not included in payroll.

Recommendation:

I recommend payments to employees for overtime should be reported to employees on Form W-2 and payroll taxes should be paid.

Resolved: Yes

2011-5 Travel Policy

Condition:

The Clerk maintains a charge account at a local gas station. Employees are authorized to put gas in their personal vehicles and charge the Clerk's office when traveling on official business.

Recommendation:

All claims for reimbursement of business travel expenses must be submitted on a Travel Expense Form and reduced by any monies advanced to the traveler. The form must be completed and signed (in ink) by the traveler and be approved (in writing) by the Clerk. The employee should document the business purpose and the number of miles traveled for business. Claims for mileage should be reimbursed in accordance with the authorized mileage allowance.

Resolved: Yes

2011-6 Credit Card Policy

Condition:

The Clerk uses a credit card to purchase supplies for the Clerk's Office but does not attach all of the receipts to the credit card statements.

Recommendation:

All receipts/documentation must be obtained as proof of purchase and for documenting the business purpose on the receipts. The receipts should be attached to the monthly statement.

Resolved: Yes

Continued

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

**Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2012**

Compliance

2011-7 Daily Deposits

Condition:

During 2011 many deposits were made weekly rather than daily.

Recommendation:

I recommend deposits be made daily whenever practicable.

Resolved: Yes

2011-8 Budget Variance

Condition:

The Clerk did not amend the budget and actual expenditures exceeded the total budgeted expenditures by 6.1%.

Recommendation:

I recommend the accountant review the budget to actual financial statements on a monthly basis and advise the Clerk when total revenue and other sources plus projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by five percent or more or when total actual expenditures and other uses plus projected expenditures and other uses for the remainder, within a fund, are exceeding the total budgeted expenditures and other uses by five percent or more. The budget should be amended as needed.

Resolved: Yes

Concluded:

This Schedule has been prepared by management.

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

**Schedule of Current Year Audit Findings, Recommendations and Responses
For the Year Ended June 30, 2012**

I have audited the basic financial statements of the St. Helena Parish Clerk of Court as of and for the year ended June 30, 2012, and have issued my report thereon dated November 29, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My audit of the financial statements as of June 30, 2012 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 Weakness, Yes Significant Deficiencies, No

Compliance
Compliance Material to Financial Statements, No

b. Federal Awards

Not Applicable

Was a management letter issued?, No

Section II - Financial Statement Findings

Internal Control

2012-1 Accountant cannot prepare financial statements

Criteria:

The Clerk of Court must prepare the basic financial statements of the St. Helena Parish Clerk of Court in conformity with accounting principles generally accepted in the United States of America as applied to governmental units.

Condition:

As part of the audit engagement, the auditor drafted the financial statements for the Clerk of Court.

Cause:

The St. Helena Parish Clerk of Court's job description for accountant does not require the accountant to have the technical skills to prepare the accompanying financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court.

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

**Schedule of Current Year Audit Findings, Recommendations and Responses
For the Year Ended June 30, 2012**

Effect:

As part of the audit, the auditor assisted with preparation of the financial statements and related notes.

Recommendation:

I recommend the Clerk of Court review the cost benefit of hiring an accountant with the technical skills to prepare the accompanying financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court.

Management's Response:

The Clerk has considered the cost benefit of hiring an accountant with the technical skill to prepare the accompanying financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court. The cost of hiring an accountant with the technical skill to prepare the financial statements is greater than the benefit. The Clerk will continue to have the Auditor draft the financial statements. Responsible party is Mildred Cyprian, (225) 222- 4521.