

**OUACHITA PARISH CLERK OF COURT**  
**MONROE, LOUISIANA**

*Annual Financial Statements*  
*With Independent Auditors' Report*  
*As of and for the Year ended June 30, 2023*  
*With Supplemental Information Schedules*



**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Annual Financial Statements**  
**With Independent Auditors' Report**  
**As of and for the Year Ended June 30, 2023**  
**With Supplemental Information Schedules**

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**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Annual Financial Statements**  
**With Independent Auditors' Report**  
**As of and for the Year Ended June 30, 2023**  
**With Supplemental Information Schedules**

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## **Independent Auditors' Report**

Honorable Dana Benson  
Ouachita Parish Clerk of Court  
Monroe, Louisiana

### **Opinions**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Ouachita Parish Clerk of Court (the Clerk), a component unit of the Ouachita Parish Police Jury, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Clerk as of June 30, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinions**

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 responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Clerk and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Clerk's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Clerk's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Clerk's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of changes in net OPEB liability and related ratios, schedule of proportionate share of net pension liability, and the schedule of employer's pension contribution on pages 7-10 and 36-40 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. We have applied certain limited procedures to the required supplementary information in accordance with the 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 our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on

the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clerk's basic financial statements. The accompanying other supplemental information consisting of the Schedules of Compensation, Reimbursements, Benefits, and Other Payments to Agency Head on Page 42, Justice System Funding – Collecting/Disbursing Schedule and Justice System Funding – Receiving Entity on Pages 43-45 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2023, on our consideration of Clerk's internal control over financial reporting and on our 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 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* in considering Clerk's internal control over financial reporting and compliance.

*Cameron Hines & Company (APAC)*

West Monroe, Louisiana  
December 20, 2023

**REQUIRED SUPPLEMENTAL INFORMATION**  
**PART I**

# OUACHITA PARISH CLERK OF COURT

Monroe, Louisiana

## Management's Discussion and Analysis

June 30, 2023

As management of the Ouachita Parish Clerk of Court, I offer readers of the Ouachita Parish Clerk of Court's financial statements this narrative overview and analysis of the financial activities of the Ouachita Parish Clerk of Court for the fiscal year ended June 30, 2023. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

### **Overview of the Financial Statements**

This Management Discussion and Analysis document introduces the Clerk's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-Wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the Clerk of Court's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund (Fund Financial Statements) 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 Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Our auditors have provided assurance in their independent auditors' report that the Basic Financial Statements are fairly stated. The auditors, regarding the Required Supplemental Information and Supplemental Information, are providing varying degrees of assurance. A user of this report should read the independent auditors' report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

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

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

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of 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 (for example, earned, but unused, sick leave).

*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 Ouachita Parish Clerk of Court, 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 Ouachita Parish Clerk of Court can be divided into two categories: governmental funds and fiduciary (custodial) funds.



**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 impact of the government's near-term financing decision. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between government funds and governmental activities.

The Ouachita Parish Clerk of Court adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

**Fiduciary funds.** Fiduciary (custodial) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the Ouachita Parish Clerk of Court's programs, Fiduciary (custodial) funds are not reflected in the government-wide financial statements.

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

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required *supplementary information* concerning the Ouachita Parish Clerk of Court's performance.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Ouachita Parish Clerk of Court exceeded liabilities by \$2,636,962. The largest portion of the Ouachita Parish Clerk of Court's net position reflects its cash position of \$13,990,342, liability from requirements of GASB 68 *Accounting and Financial Reporting for Pensions* of \$6,638,415 and the liability from requirements of GASB 75 *Accounting and Financial Reporting for Employers Post-Employment Benefits Other than Pensions* (OPEB) of \$5,799,180.

The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the Ouachita Parish Clerk of Court to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets. The following tables provide a summary of the Clerk's net position and changes in net position:

Statements of Net Position

	Governmental Activities	
	2023	2022
<b>Assets:</b>		
Current Assets and Other Assets	\$ 14,366,236	\$ 13,927,890
Capital Assets	99,366	84,650
Total Assets	<u>14,465,602</u>	<u>14,012,540</u>
Deferred Outflows of Resources	4,951,420	3,932,830
<b>Liabilities:</b>		
Current Liabilities	549,037	313,719
Long-Term Liabilities	12,437,595	9,152,114
Total Liabilities	<u>12,986,632</u>	<u>9,465,833</u>
Deferred Inflows of Resources	3,793,428	5,908,202
<b>Net Position:</b>		
Net Investment in Capital Assets	99,366	84,650
Restricted	10,061,491	9,466,835
Unrestricted	<u>(7,523,895)</u>	<u>(6,980,150)</u>
<b>Total Net Position</b>	<u><u>\$ 2,636,962</u></u>	<u><u>\$ 2,571,335</u></u>

Statements of Activities

	Governmental Activities	
	2023	2022
<b>Revenues</b>		
<u>Program Revenues</u>		
Fees, Fines and Charges for Services	\$ 9,898,415	\$ 9,594,575
<u>General Revenues</u>		
Interest Earned	97,274	41,213
Grants	-	49,516
Other	25,800	24,600
<b>Total Revenues</b>	<u>10,021,489</u>	<u>9,709,904</u>
<b>Expenses</b>		
Judicial	<u>9,955,862</u>	<u>8,444,368</u>
Change in net Position	65,627	1,265,536
Beginning Net Position	2,571,335	1,305,799
Ending Net Position	<u><u>\$ 2,636,962</u></u>	<u><u>\$ 2,571,335</u></u>

## **Financial Analysis of the Governmental Funds**

As noted earlier, the Ouachita Parish Clerk of Court uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable 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 spending at the end of the year.

The General Fund's unreserved, undesignated fund balance of \$3,755,708 shows a decrease of approximately \$391,628 from the prior year amount.

### **General Fund Budgetary Highlights**

Differences between expenditures of the original budget and the final budget were due primarily to small differences, both increases and decreases, between all areas for a small net decrease. Differences between revenues of the original budget and the final budget were due primarily to a decrease in revenues for recording legal documents and web fees along with other smaller decreases.

### **Capital Asset and Debt Administration**

**Capital assets.** The Ouachita Parish Clerk of Court's investment in capital assets for its governmental activities as of June 30, 2023, amounts to \$99,366 (net of accumulated depreciation). This investment includes furniture and equipment. There was an increase in net capital assets of \$14,716 due to additions made during the year. Assets totaling \$108,007 were deleted. These assets were fully depreciated.

**Long-term debt.** The Ouachita Parish Clerk of Court contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the clerk's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at June 30, 2023, is \$5,799,180. Net Pension obligation at June 30, 2023, is \$6,638,415.

### **Requests for Information**

This financial report is designed to provide a general overview of the Ouachita Parish Clerk of Court's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Dana Benson, Ouachita Parish Clerk of Court, P. O. Box 1862, Monroe, LA 71210.

## **BASIC FINANCIAL STATEMENTS**

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**STATEMENT OF NET POSITION**  
**June 30, 2023**

**ASSETS**

Cash and Cash Equivalents	\$ 13,990,342
Receivables	53,510
Due from Other Funds	322,384
Capital Assets (Net of Accumulated Depreciation)	99,366
<b>TOTAL ASSETS</b>	<b><u>14,465,602</u></b>

**DEFERRED OUTFLOWS OF RESOURCES**

Other Post-Employment Benefits	2,154,025
Pension Related	2,797,395
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b><u>4,951,420</u></b>

<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b><u>\$ 19,417,022</u></b>
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**LIABILITIES**

Accounts Payable	\$ 179,869
Due to Other Funds	323,784
Withholdings Payable	45,384
Net Pension Liability	6,638,415
Net OPEB Obligation	5,799,180
<b>TOTAL LIABILITIES</b>	<b><u>12,986,632</u></b>

**DEFERRED INFLOWS OF RESOURCES**

Other Post-Employment Benefits	3,733,085
Pension Related	60,343
	<b><u>3,793,428</u></b>

<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b><u>16,780,060</u></b>
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**NET POSITION**

Invested in Capital Assets, Net of Related Debt	99,366
Restricted for:	
Deposits Held for	
Litigants and Others	10,061,491
Unrestricted	(7,523,895)
<b>TOTAL NET POSITION</b>	<b><u>\$ 2,636,962</u></b>

The accompanying notes are an integral part of this statement.

Statement B

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended June 30, 2023**

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenues and Changes in Net Assets Governmental Activities</u>
		<u>Fees, Fines and Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<b>Governmental Activities</b>					
Judicial	\$ 9,955,862	\$ 9,898,415	\$ -	\$ -	\$ (57,447)
Total	\$ 9,955,862	\$ 9,898,415	\$ -	\$ -	\$ (57,447)
General Revenues					
Interest Earned					97,274
Grants					-
Other					25,800
Total General Revenues					123,074
Change in Net Position					
Net Position - at Beginning of Year					2,571,335
Net Position - at End of Year					\$ 2,636,962

The accompanying notes are an integral part of this statement.

**OUACHITA PARISH CLERK OF COURT****Monroe, Louisiana****GOVERNMENTAL FUNDS****Balance Sheet****June 30, 2023**

	General Fund	Advance Deposits Fund	Total
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 3,606,467	\$ 10,383,875	\$ 13,990,342
Receivables	53,510	-	53,510
Due from Other Funds	322,384	-	322,384
TOTAL ASSETS	<u>3,982,361</u>	<u>10,383,875</u>	<u>14,366,236</u>
<b>LIABILITIES</b>			
Liabilities:			
Accounts Payable	179,869	-	179,869
Due to Other Funds	1,400	322,384	323,784
Withholdings Payable	45,384	-	45,384
Total Liabilities	<u>226,653</u>	<u>322,384</u>	<u>549,037</u>
<b>FUND BALANCE</b>			
Restricted for:			
Deposits Held for			
Litigants and Others	-	10,061,491	10,061,491
Unassigned Fund Balance	3,755,708	-	3,755,708
Total Fund Balance	<u>3,755,708</u>	<u>10,061,491</u>	<u>13,817,199</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$ 3,982,361</u>	<u>\$ 10,383,875</u>	<u>\$ 14,366,236</u>

The accompanying notes are an integral part of this statement.

**Statement C  
(continued)**

**OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana  
Reconciliation of Governmental Funds  
Balance Sheet to the Statement of Net Position  
For the Year Ended June 30, 2023**

Total Fund Balances at June 30, 2023 - Governmental Funds		\$ 13,817,199
Deferred Outflow of Resources Related to GASB 68	2,797,395	
Deferred Outflow of Resources Related to GASB 75	<u>2,154,025</u>	4,951,420
Total Deferred Outflows Resources		
Cost of Capital Assets at June 30, 2023	\$ 968,419	
Less: Accumulated Depreciation as of June 30, 2023	<u>(869,053)</u>	99,366
Long-term Liabilities are not due and payable in the current period and therefore are not reported in the funds:		
Net Pension Liability		(6,638,415)
Net OPEB Obligation		(5,799,180)
Deferred Inflow of Resources Related to GASB 68	(60,343)	
Deferred Inflow of Resources Related to GASB 75	<u>(3,733,085)</u>	
Total Deferred Inflow of Resources		<u>(3,793,428)</u>
Net Position at June 30, 2023 (Statement A)		<u><u>\$ 2,636,962</u></u>

The accompanying notes are an integral part of this statement.



**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**GOVERNMENTAL FUNDS**  
**Statement of Revenues, Expenditures,**  
**and Changes in Fund Balances**  
**For the Year Ended June 30, 2023**

	General Fund	Advance Deposits Fund	Total
<b>REVENUES</b>			
Licenses and Permits - Marriage	\$ 16,853	\$ -	\$ 16,853
Intergovernmental Revenues -			
State Grant - Clerk's Supplemental Compensation	25,700	-	25,700
State Grant - Louisiana Supreme Court	-	-	-
Appropriation from CARES Act	-	-	-
State Grant - Non-Support	295,274	-	295,274
Fees, Charges, and Commissions for Services:			
Court Costs, Fees, and Charges	3,162,669	-	3,162,669
Advance Deposits	-	4,027,855	4,027,855
Fee for Recording Legal Documents	2,284,781	-	2,284,781
Charges for Copies	23,313	-	23,313
Charges for Use of Photocopier	66,486	-	66,486
Court Attendance	6,352	-	6,352
Miscellaneous	14,932	-	14,932
Use of Money and Propety	97,274	-	97,274
Total Revenue	5,993,634	4,027,855	10,021,489
<b>EXPENDITURES</b>			
Current:			
General Government - Judicial:			
Personal Services	4,966,585	3,433,199	8,399,784
Operating Services	1,178,127	-	1,178,127
Materials and Supplies	91,110	-	91,110
Travel and Other Charges	101,149	-	101,149
Capital Outlay	48,291	-	48,291
Total Expenditures	6,385,262	3,433,199	9,818,461
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(391,628)	594,656	203,028
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	4,147,336	9,466,835	13,614,171
<b>FUND BALANCE AT END OF YEAR</b>	\$ 3,755,708	\$ 10,061,491	\$ 13,817,199

The accompanying notes are an integral part of this statement.

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Reconciliation of Governmental Funds**  
**Statement of Revenue, Expenditures, and Changes**  
**in Fund Balances to the Statement of Activities**  
**For the Year Ended June 30, 2023**

Total Net Change in Fund Balances - Governmental Funds (Statement D)	\$	203,028
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Amounts Reported for Governmental Activities in the Statement of Activities are Different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.		14,716
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Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.		-
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Change in Postretirement benefit plan expenditures - GASB 75		181,351
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Change in Pension net expenditures - GASB 68		(333,468)
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Change in Net Position of Governmental Activities (Statement B)	\$	65,627
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The accompanying notes are an integral part of this statement.

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Statement of Fiduciary Net Position**  
**June 30, 2023**

	<u>Custodial Fund</u>
<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 3,935,858
Accounts Receivable	-
Due from General Fund	1,400
<b>TOTAL ASSETS</b>	<u><u>\$ 3,937,258</u></u>
 <b>LIABILITIES</b>	
Due to:	
General Fund	\$ -
Others	-
<b>TOTAL LIABILITIES</b>	<u><u>\$ -</u></u>
 <b>LIABILITIES</b>	
Restricted for:	
Amounts Held for Litigants and Others	\$ 3,937,258
<b>TOTAL LIABILITIES</b>	<u><u>\$ 3,937,258</u></u>

The accompanying notes are an integral part of this statement.

## Statement F

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Statement of Changes in Fiduciary Net Position**  
**June 30, 2023**

	<u>Custodial Fund</u>
<b>Additions:</b>	
Deposits by Court Order	\$ 2,868,331
Interest Earnings	29,767
<b>Total Additions</b>	<u>2,898,098</u>
<b>Reductions:</b>	
Settlements by Court Order	<u>2,673,042</u>
<b>Total Reductions</b>	<u>2,673,042</u>
Net Increase (Decrease) in Fiduciary Net Position	225,056
Net Position - Beginning	<u>3,712,202</u>
Net Position - Ending	<u><u>\$ 3,937,258</u></u>

The accompanying notes are an integral part of this statement.

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

The accompanying financial statements of the Ouachita Parish Clerk of Court have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for the 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.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Ouachita Parish Police Jury is the financial reporting entity for Ouachita Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Ouachita Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the clerk of court's office is located and provides partial funding for equipment, furniture and supplies of the clerk of court's office, the clerk of court was determined to be a component unit of the Ouachita 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 government unit, or the other governmental units that comprise the Ouachita Parish financial reporting entity.

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**B. BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE STATEMENTS**

The clerk of court's basic financial statements include both government-wide (reporting the clerk of court as a whole) and fund financial statements (reporting the clerk's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the clerk are classified as governmental.

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the clerk, except for fiduciary funds. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

In the Statement of Net Position, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net Position is reported in three parts; invested in capital assets, net of any related debt; restricted net position; and unrestricted net position. The clerk first uses restricted resources to finance qualifying activities.

The government-wide financial statements are prepared using 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 nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** – Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the clerk's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the clerk's general revenues.

**Allocation of Indirect Expenses** – The clerk reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expenses, which can be specifically identified by function, is included in the direct expenses of each function. Depreciation on buildings is assigned to the "general administration" function due to the fact that buildings serve multiple purposes. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

**C. BASIC FINANCIAL STATEMENTS – FUND FINANCIAL STATEMENTS**

The financial transactions of the clerk are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the clerk. The focus of government fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

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A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate “fund types”. Governmental funds are used to account for a government’s general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The clerk of court’s current operations requires the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the clerk are described as follows:

**Governmental Fund Type**

**General Fund** – The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the clerk of court and is used to account for the operations of the clerk’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.

**Advance Deposit Fund** – The Advance Deposit Fund, is used to account for deposits for court cases and the resulting court costs and fees. These costs and fees are to be paid to the Clerk and other outside agencies and individuals.

**Fiduciary Fund type – Custodial Funds**

The Registry of Court is used to account for assets held as an agent for others. Custodial funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**D. BASIS OF ACCOUNTING**

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 measurement made regardless of the measurement focus applied.

**1. Accrual:**

Both governmental and business type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**2. Modified Accrual:**

The governmental funds financial statements are presented on the modified accrual basis of accounting. 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 financial sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

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Governmental funds and the fiduciary type custodial funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the current period or 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**

Intergovernmental revenue, recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are recorded in the year in which they are earned.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Substantially all other revenues are recognized when received by the clerk of court.

Based on the above criteria, intergovernmental revenue, recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are treated as susceptible to accrual.

**Expenditures**

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

**E. CASH AND CASH EQUIVALENTS**

Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state bank organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2023, the Clerk of Court has cash and cash equivalents (book balances) that totaled \$17,926,200.

Demand Deposits	\$15,875,100
Time Deposits	2,050,000
Petty Cash	<u>1,100</u>
Total	<u>\$ 17,926,200</u>

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the deposits (or the resulting bank balances) must be secured by market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed 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. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the



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pledged securities within 10 days of being notified by the Clerk that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Clerk's name.

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.

The Clerk's deposits (bank balances) totalled \$18,024,953 at June 30, 2023. Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the Clerk, they are considered uncollateralized (Category 3) under the provisions of ASB Codification C20.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities with 10 days of being notified by the clerk of court that the fiscal agent has failed to pay deposited funds upon demand. At June 30, 2023, these deposits were collateralized in full.

**F. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The clerk has no threshold level for capitalizing capital assets, all assets are capitalized. Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the clerk, 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>
Buildings and Building Improvements	20 – 40 Years
Furniture and Fixtures	5 – 10 Years
Vehicles	5 – 15 Years
Equipment	5 – 20 Years

**G. ANNUAL AND SICK LEAVE**

All employees of the clerk of court's office after their first year of service earn from fifteen to thirty days of paid time off each year, depending on length of service. Up to ten days of this paid time off may be carried forward from year to year, with the balance of leave being paid upon the end of employment.

**H. RISK MANAGEMENT**

The clerk is exposed to various risk of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the clerk maintains commercial insurance policies covering her automobile, professional liability and surety

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bond coverage. In addition to the above policies, the clerk also maintains an errors and omissions claims paid policy with Louisiana Clerks of Court Risk Management Agency. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 2023.

**I. PENSION PLANS**

The Ouachita Parish Clerk's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 4. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

**J. OPEB PLAN**

The Clerk's defined benefit postemployment health care plan provides OPEB to eligible retired employees and their beneficiaries. The plan provides OPEB for permanent full-time employees of the Clerk. The Clerk's OPEB plan is a single employer defined benefit OPEB plan administered by the Clerk. Benefits are provided through the Louisiana Clerks of Court Insurance Trust ("LCCIT"), a multiple-employer healthcare plan administered by the Louisiana Clerks of Court Association. Louisiana Revised Statute 13:783 grants the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75. The premium rates are established and may be amended by the LCCIT board of trustees, with the Clerk determining the contribution requirements of the retirees.

**K. EQUITY CLASSIFICATIONS**

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use by (1) external groups, such as creditors, grantors, contributors, or laws or other regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

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In the fund financial statements, governmental fund equity is classified as fund balance and displayed in five components. The following classification describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

*Nonspendable* – represents amounts that are not in spendable form or legally or contractually required to be maintained intact.

*Restricted* – represents balances where constraints have been established by parties outside the Clerk’s office or imposed by law through constitutional provisions or enabling legislation.

*Committed* – represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Clerk’s highest level of decision-making authority.

*Assigned* – represents balances that are constrained by the government’s intent to be used for specific purposes but are not restricted nor committed.

*Unassigned* – represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

The General Fund has an unassigned fund balance of \$3,755,708. If applicable, the Clerk would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

**L. INTERFUND TRANSACTIONS**

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions are reported as transfers.

**M. 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.

**2. RECEIVABLES**

The receivables of \$53,510 at June 30, 2023, are as follows:

<u>Class of Receivables</u>	<u>Major Fund</u>	<u>Custodial Fund</u>	<u>Total</u>
Court Costs, Fees, and Charges	\$ 53,510	\$ -	\$ 53,510
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total	\$ <u>53,510</u>	\$ <u>-</u>	\$ <u>53,510</u>

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**3. CHANGES IN CAPITAL ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, June 30, 2022	\$ 1,028,135
Additions	48,291
Deletions	<u>(108,007)</u>
Balance, June 30, 2023	\$ 968,419
Less Accumulated Depreciation	<u>(869,053)</u>
Net Capital Assets	<u>\$ 99,366</u>

**4. NOTE DISCLOSURES AND REQUIRED SUPPLEMENTARY INFORMATION FOR A COST-SHARING EMPLOYER PENSION PLAN**

The Louisiana Clerks’ of Court Retirement Fund (Fund) is a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:1501 to provide regular, disability and survivor benefits for clerks of court, their deputies and other employees, and the beneficiaries of such clerks of court, their deputies and other employees.

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

***Summary of Significant Accounting Policies.***

The Louisiana Clerks’ of Court Retirement and Relief Fund prepares its employer schedules in accordance with Governmental Accounting Statement No. 68 – *Accounting and Financial reporting for Pensions – an amendment of GASB Statement No. 27*. GASB Statement No. 68 established standards for measuring and measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expenses/expenditures. It provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value and attribute that present value to periods of employee service. It also provides methods to calculate participating employer’s proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense and amortization periods for deferred inflows and deferred outflows.

The Louisiana Clerks’ of Court Retirement and Relief Fund employer schedules were prepared using the accrual basis of accounting. Members’ earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The member’s earnable compensation is attributed to the employer for which the member is employed as of June 30, 2022.

***Plan Fiduciary Net Position***

Plan fiduciary net position is a significant component of the Fund’s collective net pension liability. The Fund’s plan fiduciary net position was determined using the accrual basis of accounting. The Fund’s assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the Fund’s investments. Accordingly, actual results may differ from estimated amounts.

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***Plan Description***

The Louisiana Clerks' of Court Retirement and Relief Fund was established for the purpose of providing retirement allowances and other benefits as stated under the provision of R.S. Title 11:1501 for eligible employees of the clerk of the supreme court, each of the district courts, each of the courts of appeal, each of the city and traffic courts in cities having a population in excess of four hundred thousand at the time of entrance into the Fund, the Louisiana Clerks' of Court Association, the Louisiana Clerk of Court Insurance Fund, and the employees of the Fund. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. Access to the report can be found on the Louisiana Legislative Auditor's website, [www.la.gov](http://www.la.gov).

***Plan Benefits***

A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of fifty-five years (age 60 if hired on or after January 1, 2011) and terminating employment. Regular retirement benefits, payable monthly for life, equal 3 percent of the members average compensation multiplied by the number of years of credited service, not to exceed one hundred percent of the monthly average final compensation. The retirement benefit accrual rate is increased to 3 1/3% for all service credit accrued after June 30, 1999 (for members hired prior to January 1, 2011). For members hired before July 1, 2006, and who retire prior to January 1, 2011, monthly average final compensation is based on the highest compensated thirty-six consecutive months, with a limit of 10% increase in each of the last three years of measurement. For those members hired on or after July 1, 2006, compensations based on the highest compensated sixty consecutive months with a limit of 10% increase in each of the last five years of measurement. For members who were employed prior to July 1, 2006, and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

A member leaving covered employment before attaining early retirement age but after completing twelve years' credited service becomes eligible for a deferred allowance provided the member lives to the minimum services retirement age and does not withdraw his or her accumulated contributions.

According to the state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2022, the actual employer contribution rate was 22.25%, actuarially determined as an amount that, when combined with employee contributions, is expected to finance any unfunded accrued liability. In accordance with the state statute, the Fund receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entries but are not considered special funding situations. The Parish Clerk's contributions to the System, for the years ending 2023, 2022, and 2021, were \$672,038, \$623,745, and \$593,487, respectively.

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***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

At June 30, 2023, the Clerk reported a liability of \$6,638,415 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerks' portion of the net pension liability was based on a projection of the Clerks' long-term share of contributions to the pension plan relative to the projected contributions of all participating clerks' actuarially determined. At June 30, 2022, the Clerks' proportion was 2.7389 percent, which was an increase of .0588 from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the Clerk recognized net pension expense of \$1,337,377. At June 30, 2023, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$62,942	\$60,343
Changes in assumptions	487,148	-
Net difference between projected and actual earnings on pension plan investments	1,420,259	-
Changes in employers proportion of beginning net pension liability	155,008	-
Difference between employer contributions and proportionate share of employer contributions	-	-
Subsequent measurement contributions	672,038	-
Total	\$2,797,395	\$60,343

\$672,038 reported as deferred outflows of resources related to pensions resulting from the Clerks' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2023	\$ 678,472
2024	534,600
2025	146,150
2026	705,792
Total	\$ 2,065,014

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*Actuarial assumptions.* The total pension liabilities in the June 30, 2022, actuarial valuation was determined using the following actuarial assumptions: applied to all periods included in the measurement:

<b>Valuation Date</b>	June 30, 2022
<b>Actuarial Cost Method</b>	Entry Age Normal
<b>Actuarial Assumptions:</b>	
<b>Investment Rate of Return</b>	6.55%, net of investment expense, including inflation
<b>Inflation Rate</b>	2.40%
<b>Salary increases</b>	5-6.2%
<b>Annuitant and beneficiary mortality</b>	Pub-2010 Public Retirement Plans multiplied by 120% Mortality Table with full generational projection using the appropriate MP-2019 improvement scale.
<b>Cost-of-Living Adjustments</b>	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values due not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The actuarial assumptions used are based on the assumptions used in the 2022 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study performed over the period July 1, 2014 through June 30, 2019 unless otherwise specified. In cases where benefit structures were changes after the experience study period, assumptions were based on future experiences.

The mortality rate assumption used was verified by combining data from this plan with two other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2014 through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability value approximating the appropriate generational mortality tables used.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best estimates ranges of expected future real rates of return (expected returns, net of pension plan investments expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 6.02% for the year ended June 30, 2022. Best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2022, is summarized in the following table:

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<b>Asset Class</b>	<b>Target Allocation</b>	<b>Long-Term Expected Real Rate of Return</b>
Fixed Income		
Domestic Bonds	25%	2.50%
International Bonds	0%	3.50%
Domestic Equity	38%	7.50%
International Equity	22%	8.50%
Real Estate	15%	4.50%
Hedge Funds	0%	0.00%
Total	100%	

The discounted rate used to measure the total pension liability was 6.55%. The projection of each cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund’s actuary. Based on those assumptions, the Fund’s fiduciary net position was projected to be available to make all projected future benefit payment of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the Clerks’ proportionate share of the net pension liability to changes in the discount rate.* The following presents the net pension liability of the participating employers calculated using the discount rate of 6.55%, as well as what the employers’ net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2022, as follows:

	1% Decrease 5.50%	Current Discount Rate 6.50%	1% Increase 7.50%
Clerks' Proportionate Share of the Net Pension Liability	\$ 9,475,436	\$ 6,638,415	\$ 4,248,197

**5. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

**Plan Description.** The Ouachita Parish Clerk of Court (the Clerk) provides certain continuing health care and life insurance benefits for its retired employees. The Ouachita Parish Clerk of Court’s OPEB Plan (the OPEB Plan) is a single employer defined benefit OPEB plan administered by the Clerk. The authority to establish an/or amend the obligation of the employer, employees and retirees rests with the Clerk. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).



**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2023**

*Benefits Provided* – Medical, dental, vision, and life benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement. Employees are covered by the Louisiana Clerks’ of Court Retirement and Relief Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: If a member is hired on or before December 31, 2010 then the member is eligible to receive regular retirement benefits once he or she has attained age 55 and completed 12 years of service. If a member is hired on or after January 1, 2011, then the member will be eligible to receive regular retirement benefits once he or she has attained age 60 and has at least 12 years of service. Employees hired on and after January 1, 2011, are not able to retire or enter DROP until age 60 without actuarial reduction in benefits.

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 50% of the original amount at age 70.

*Employees covered by benefit terms* – At June 30, 2023, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	35
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>55</u>
Total employees	<u>90</u>

**Total OPEB Liability**

The Clerk’s total OPEB liability of \$5,799,180 was measured as of June 30, 2023, and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the June 30, 2023, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0%
Salary increases	3.0%, including inflation
Prior Discount Rate	3.54%
Discount rate	3.65%, annually
Healthcare cost trend rates	Flat 5.5% annually until 2032, then 4.5%
Mortality	SOA RP-2014 Combined Mortality Table

The discount rate was based on the average of the Bond Buyers ’20 Year General Obligation municipal bond index as of June 30, 2023, the end of the applicable measurement period.

The actuarial assumptions used in the June 30, 2023, valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2023.

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2023**

**Changes in the Total OPEB Liability**

Balance at June 30, 2022	\$ 5,586,951
Changes for the year:	
Service cost	119,341
Interest	199,890
Diff b/w expected and actual experience	170,818
Change of Assumptions	(83,218)
Benefit payments and net transfers	<u>(194,602)</u>
Net Changes	<u>(212,229)</u>
Balance at June 30, 2023	<u>\$ 5,799,180</u>

Sensitivity of the total OPEB liability to changes in the discount rate – The following presents the total OPEB liability of the Clerk, as well as what the Clerk’s total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-poin lower (2.65%) or 1-percentage-point higher (4.65%) than the current discount rate:

	1% Decrease (2.65%)	Current Discount Rate (3.65%)	1% Increase (4.65%)
Total OPEB liability	\$ 6,660,560	\$ 5,799,180	\$ 5,095,200

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* – The following presents the total OPEB liability of the Clerk, as what the Clerk’s total OPEB liability would be if it were calculated using a discount rate that is 1-percent-point lower (4.5%) or 1-percent-point higher (6.5%) than the current discount rate:

	1% Decrease (4.5%)	Current Discount Rate (5.5%)	1% Increase (6.5%)
Total OPEB liability	\$ 5,369,362	\$ 5,799,180	\$ 6,326,390

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2023, the Clerk recognized OPEB expense of \$13,251. At June 30, 2023, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual expenditures	\$ 569,224	\$(2,597,600)
Changes in assumptions	<u>1,584,801</u>	<u>(1,135,485)</u>
Total	<u>\$ 2,154,025</u>	<u>\$(3,733,085)</u>

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2023**

Amounts reported as deferred outflows of resources and deferred inflows resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:	
2024	(\$305,981)
2025	(\$305,981)
2026	(\$305,981)
2027	(\$305,981)
2028	(\$305,981)
Thereafter	(\$49,157)

**6. LITIGATION AND CLAIMS**

The Ouachita Parish Clerk of Court is not involved in any litigation at June 30, 2023, nor is she aware of any unasserted claims.

**7. EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH POLICE JURY**

The Ouachita Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Ouachita Parish Police Jury.

**8. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through December 20, 2023, which is the day the financial statements were available to be issued. It has been determined that no significant events have occurred for disclosure.

**REQUIRED SUPPLEMENTAL INFORMATION**  
**PART II**

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**For the Year Ended June 30, 2023**

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL BUDGETARY BASIS	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Licenses and Permits - Marriage	\$ 18,000	\$ 18,000	\$ 16,853	\$ (1,147)
Intergovernmental Revenues -				
State - Clerk's Supp. Compensation	25,200	25,200	25,700	500
State - Non-Support Grant	-	-	295,274	295,274
State - Louisiana Supreme Court Grant	-	-	-	-
Fees, Charges, & Commissions for Service:				
Court Costs, Fees, and Charges	2,879,700	3,290,200	3,162,669	(127,531)
Fee for Recording Legal Documents	3,150,000	2,500,000	2,284,781	(215,219)
Charges for Copies	35,000	25,000	23,313	(1,687)
Charges for Use of Photocopier	65,000	66,500	66,486	(14)
Court Attendance	10,000	7,000	6,352	(648)
Miscellaneous	10,000	16,500	14,932	(1,568)
Use of Money and Property	40,000	52,000	97,274	45,274
Total Revenue	<u>6,232,900</u>	<u>6,000,400</u>	<u>5,993,634</u>	<u>(6,766)</u>
<b>EXPENDITURES</b>				
Current:				
General Government - Judicial:				
Personal Services	4,802,700	4,892,900	4,966,585	(73,685)
Operating Services	1,090,300	1,090,300	1,178,127	(87,827)
Materials and Supplies	114,500	103,200	91,110	12,090
Travel and Other Charges	109,400	104,900	101,149	3,751
Capital Outlay	55,000	40,000	48,291	(8,291)
Total Expenditures	<u>6,171,900</u>	<u>6,231,300</u>	<u>6,385,262</u>	<u>(153,962)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	61,000	(230,900)	(391,628)	(160,728)
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>4,147,336</u>	<u>4,147,336</u>	<u>4,147,336</u>	<u>-</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$ 4,208,336</u>	<u>\$ 3,916,436</u>	<u>\$ 3,755,708</u>	<u>\$ (160,728)</u>

See the accompanying notes to the budgetary comparison schedule on page 37.

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Notes to Budgetary Comparison Schedule**  
**As of and for the Year Ended June 30, 2023**

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Ouachita Parish Clerk's office during the month of June for comments from taxpayers. The budget is then legally adopted by the Clerk and amended during the year, as necessary. The budget is established and controlled by the clerk at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts and all subsequent amendments.

**OUACHITA PARISH CLERK OF COURT**  
**Schedule of Changes in Net OPEB Liability and Related Ratios**  
**For the Year Ended June 30, 2023**

**Schedule of Funding Progress**

<b>Total OPEB Liability</b>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Service Cost	\$ 236,328	\$ 247,088	\$ 376,965	\$ 185,838	\$ 189,968	\$ 119,341
Interest	271,601	275,870	287,285	154,125	160,118	199,890
Changes of Benefits Terms	-	-	-	-	-	-
Differences Between Expected and Actual Experience	(47,120)	339,878	(3,681,802)	272,113	(475,039)	170,818
Changes of Assumptions	-	402,708	2,096,401	54,174	(1,421,515)	(83,218)
Benefit Payments	(237,692)	(250,765)	(217,466)	(229,427)	(184,457)	(194,602)
Net Change in Total OPEB Liability	<u>223,117</u>	<u>1,014,779</u>	<u>(1,138,617)</u>	<u>436,823</u>	<u>(1,730,925)</u>	<u>212,229</u>
Total OPEB Liability - Beginning	6,781,774	7,004,891	8,019,670	6,881,053	7,317,876	5,586,951
Total OPEB Liability - Ending	<u>\$ 7,004,891</u>	<u>\$ 8,019,670</u>	<u>\$ 6,881,053</u>	<u>\$ 7,317,876</u>	<u>\$ 5,586,951</u>	<u>\$ 5,799,180</u>
Covered Employee Payroll	2,405,097	2,399,258	2,793,600	2,877,876	2,764,060	\$ 2,846,982
Net OPEB Liability as a Percentage of Covered -Employee Payroll	291.25%	334.26%	246.31%	254.28%	202.13%	203.70%

Note: *Benefit Changes:* There were no changes of benefit terms for the years ended June 30, 2018 to June 30, 2023.

*Changes of Assumptions:*

<i>Discount Rate</i>	3.87%	3.50%	2.21%	2.16%	3.54%	3.65%
<i>Mortality</i>	RP-2000	RP-2000	RP-2014	RP-2014	RP-2014	RP-2014
<i>Trend</i>	5.50%	5.50%	Variable	Variable	Variable	Variable

This schedule is intended to show information for 10 years.  
Additional years will be displayed as they become available.

See Independent Auditors' Report

**OUACHITA PARISH CLERK OF COURT**  
**Schedule of Employer's Share of Net Pension Liability**  
**June 30, 2023**

Actuarial Valuation Date	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2014	2.368190%	\$ 3,194,365	\$ 2,134,316	149.67%	87.34%
June 30, 2015	2.359142%	\$ 3,534,787	\$ 2,165,683	163.22%	99.23%
June 30, 2016	2.372737%	\$ 4,389,502	\$ 2,230,276	196.81%	82.10%
June 30, 2017	2.472217%	\$ 3,740,301	\$ 2,392,911	156.31%	88.49%
June 30, 2018	2.568725%	\$ 4,272,562	\$ 2,519,289	169.59%	79.07%
June 30, 2019	2.590754%	\$ 4,704,788	\$ 2,700,499	174.22%	77.93%
June 30, 2020	2.633493%	\$ 6,335,829	\$ 2,826,129	224.19%	72.09%
June 30, 2021	2.680093%	\$ 3,565,163	\$ 2,799,796	127.34%	85.40%
June 30, 2022	2.738887%	\$ 6,638,415	\$ 3,020,389	219.79%	74.09%

Note: Amounts presented are as of the measurement date (prior fiscal year end).



**OUACHITA PARISH CLERK OF COURT**  
**Schedule of Employer Contributions**  
**June 30, 2023**

Actuarial Valuation Date	Contractually Required Contribution	Actual Contributions in Relation to Contractually Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2014	\$ 405,520	\$ 405,520	\$ -	\$ 2,134,316	19.00%
June 30, 2015	\$ 411,480	\$ 411,480	\$ -	\$ 2,165,683	19.00%
June 30, 2016	\$ 423,753	\$ 423,753	\$ -	\$ 2,230,276	19.00%
June 30, 2017	\$ 454,653	\$ 454,653	\$ -	\$ 2,392,911	19.00%
June 30, 2018	\$ 478,665	\$ 478,665	\$ -	\$ 2,519,289	19.00%
June 30, 2019	\$ 513,095	\$ 513,095	\$ -	\$ 2,700,499	19.00%
June 30, 2020	\$ 593,487	\$ 593,487	\$ -	\$ 2,826,129	21.00%
June 30, 2021	\$ 622,955	\$ 623,745	\$ (790)	\$ 2,799,796	22.28%
June 30, 2022	\$ 672,038	\$ 672,038	\$ -	\$ 3,020,389	22.25%

Note: The amounts presented have a measurement date of the previous fiscal year end.

**OTHER SUPPLEMENTAL INFORMATION**  
**PART III**

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Schedule of Compensation, Benefits and Other Payments to Agency Head**  
**For the Year Ended June 30, 2023**

DANA BENSON, CLERK OF COURT

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 122,671
Expense Allowance	14,847
Supplemental Compensation	25,800
Election Expense	2,400
Benefits - Insurance	5,120
Benefits - Retirement	36,338
Car Allowance	23,953
Per Diem	3,106
Registration Fees	-
Housing and Lodging	-
Membership Dues - Clerk's Association	2,430
	<u>2,430</u>
	<u>\$ 236,665</u>

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Justice System Funding Schedule - Collecting/Disbursing Entity**  
**As Required by Act 87 of the 2020 Regular Legislative Session**  
**For the Year Ended June 30, 2023**

	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
<b>Cash Basis Presentation</b>		
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	\$ 8,318,138	\$ 8,603,107
<b>Add: Collections</b>		
Civil Fees	1,877,722	2,138,286
Bond Fees	5,200	6,647
Criminal Court Costs/Fees	200	-
Interest Earnings on Collected Balances	13,893	46,485
<b>Subtotal Collections</b>	<u>1,897,015</u>	<u>2,191,418</u>
<b>Less: Disbursements to Governments &amp; Nonprofits</b>		
Ouachita Parish Sheriff, Civil Fees	172,876	185,632
Louisiana Secretary of State, Civil Fees	14,600	14,750
Fourth Judicial District Court, Judicial Expense Fund, Civil Fees	46,998	39,155
Louisiana Commissioner of Insurance, Civil Fees	1,785	1,505
Louisiana Judicial College, Civil Fees	1,025	1,114
Second Court of Appeals, Civil Fees	3,608	3,936
Second Court of Appeals, Criminal Court Costs/Fees	50	-
Louisiana Supreme Court, Civil Fees	1,785	1,506
Louisiana State Treasurer, Civil Fees	57,377	61,360
Louisiana Department of Justice, Civil Fees	-	-
Acadia Parish Sheriff, Civil Fees	39	7
Allen Parish Sheriff, Civil Fees	111	46
Ascension Parish Sheriff, Civil Fees	80	228
Avoyelles Parish Sheriff, Civil Fees	32	65
Beauregard Parish Sheriff, Civil Fees	-	-
Bienville Parish Sheriff, Civil Fees	182	417
Bossier Parish Sheriff, Civil Fees	1,076	1,050
Caddo Parish Sheriff, Civil Fees	4,905	4,748
Calcasieu Parish Sheriff, Civil Fees	153	261
Caldwell Parish Sheriff, Civil Fees	1,274	1,280
Catahoula Parish Sheriff, Civil Fees	32	107
Claiborne Parish Sheriff, Civil Fees	102	154
Concordia Parish Sheriff, Civil Fees	110	247
DeSoto Parish Sheriff, Civil Fees	37	-
East Baton Rouge Parish Sheriff, Civil Fees	27,879	26,584
East Carroll Parish Sheriff, Civil Fees	310	-
Franklin Parish Sheriff, Civil Fees	638	-
Grant Parish Sheriff, Civil Fees	58	-
Iberia Parish Sheriff, Civil Fees	-	35

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Justice System Funding Schedule - Collecting/Disbursing Entity**  
**As Required by Act 87 of the 2020 Regular Legislative Session**  
**For the Year Ended June 30, 2023**

	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
<b>Less: Disbursements to Governments &amp; Nonprofits (Continued)</b>		
Jackson Parish Sheriff, Civil Fees	391	361
Jefferson Parish Sheriff, Civil Fees	2,610	2,520
Lafayette Parish Sheriff, Civil Fees	1,672	1,584
Lafourche Parish Sheriff, Civil Fees	271	72
LaSalle Parish Sheriff, Civil Fees	49	525
Lincoln Parish Sheriff, Civil Fees	2,795	2,245
Livingston Parish Sheriff, Civil Fees	109	63
Madison Parish Sheriff, Civil Fees	676	330
Morehouse Parish Sheriff, Civil Fees	-	2,747
Natchitoches Parish Sheriff, Civil Fees	34	117
Orleans Parish Sheriff, Civil Fees	1,620	1,826
Plaquemines Parish Sheriff, Civil Fees	40	-
Point Coupee Parish Sheriff, Civil Fees	-	36
Rapides Parish Sheriff, Civil Fees	1,718	841
Richland Parish Sheriff, Civil Fees	2,912	2,252
Saint Bernard Parish Sheriff, Civil Fees	34	60
Saint Charles Parish Sheriff, Civil Fees	35	-
Saint John the Baptist Parish Sheriff, Civil Fees	35	177
Saint Landry Parish Sheriff, Civil Fees	39	168
Saint Martin Parish Sheriff, Civil Fees	94	-
Saint Mary Parish Sheriff, Civil Fees	-	45
Saint Tammany Parish Sheriff, Civil Fees	600	861
Tangipahoa Parish Sheriff, Civil Fees	105	331
Terrebonne Parish Sheriff, Civil Fees	39	50
Union Parish Sheriff, Civil Fees	1,435	2,696
Vermilion Parish Sheriff, Civil Fees	44	74
Webster Parish Sheriff, Civil Fees	405	650
West Baton Rouge Parish Sheriff, Civil Fees	-	46
West Carroll Parish Sheriff, Civil Fees	613	513
West Feliciana Parish Sheriff, Civil Fees	30	-
Winn Parish Sheriff, Civil Fees	230	68
<b>Less: Amounts Retained by Collecting Agency</b>		
Amounts "Self-Disbursed" to Collecting Agency		
Civil Fees	1,034,265	1,118,430
<b>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</b>		
Civil Fee Refunds	158,330	276,753
Bond Fee Refunds	11,600	14,300
Other Disbursements to Individuals (additional detail is not required)	52,094	44,457
<b>Subtotal Disbursements/Retainage</b>	<u>1,612,046</u>	<u>1,819,385</u>
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	<u>\$ 8,603,107</u>	<u>\$ 8,975,140</u>

See Independent Auditors' Report

**OUACHITA PARISH CLERK OF COURT**  
**Monroe, Louisiana**  
**Justice System Funding Schedule - Receiving Entity**  
**As Required by Act 87 of the 2020 Regular Legislative Session**  
**For the Year Ended June 30, 2023**

<b>Cash Basis Presentation</b>	First Six Month Period Ended <u>12/31/2022</u>	Second Six Month Period Ended <u>6/30/2023</u>
<b>Receipts From:</b>		
Ouachita Parish Sheriff, Criminal Court Costs/Fees	\$ 79,356	\$ 101,137
<b>Total Receipts</b>	<u>\$ 79,356</u>	<u>\$ 101,137</u>

See Independent Auditors' Report

**REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS**  
**PART IV**

**Independent Auditors' Report Required  
By *Government Auditing Standards***

The following independent auditors' report on compliance and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



# CAMERON, HINES & COMPANY

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## **Independent Auditors' 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***

Honorable Dana Benson  
Ouachita Parish Clerk of Court  
Monroe, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and aggregate remaining fund information of the Ouachita Parish Clerk of Court (the Clerk), a component unit of the Ouachita Parish Police Jury, as of and for the year ended June 30, 2023 and the related notes to the financial statements, which collectively comprise of the Clerk's basic financial statements and have issued our report thereon dated December 20, 2023.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Clerk's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Clerk's internal control.

A *deficiency in internal control* exist 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 combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-001 that we consider to be a material weakness.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Clerk'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 financial statements. 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 or other matters that are required to be reported under *Government Auditing Standards*.

## **Ouachita Parish Clerk of Court's Response to Findings**

Government Auditing Standards requires the auditor to perform limited procedures on the Clerk's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The Clerk's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **Purpose of this Report**

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

*Cameron, Hines & Company (APAC)*

West Monroe, Louisiana  
December 20, 2023

**OUACHITA PARISH CLERK OF COURT**  
**MONROE, LOUISIANA**  
**Schedule of Findings and Responses**  
**For the Year Ended June 30, 2023**

We have audited the financial statements of the Ouachita Parish Clerk of Court as of and for the year ended June 30, 2023 and have issued our report thereon dated December 20, 2023. 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 as of June 30, 2023, resulted in an unmodified opinion.

Section I- Summary of Auditors' Results

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

Internal Control

Material Weakness X yes \_\_\_ no

Significant Deficiencies not considered to be  
 Material Weaknesses \_\_\_ yes X no

Compliance

Compliance Material to Financial Statements \_\_\_ yes X no

Section II- Financial Statement Findings

**2023-001** Lack of Separation of Incompatible Duties

Condition:

The Clerk has too few personnel involved in the accounting system to have adequate separation of duties for internal control.

Criteria:

Proper internal control requires separation of incompatible duties.

Cause:

The Clerk does not have enough employees involved in the accounting system.

Effect:

The lack of separation of incompatible duties increases the risk that errors would not be detected or corrected in a timely manner.

Recommendation:

The Clerk could involve more employees to assist with incompatible duties.

Management's Response:

The Clerk will implement policies and procedures to involve more employees in the accounting process so they may have proper segregation of duties.

**OUACHITA PARISH CLERK OF COURT**  
**MONROE, LOUISIANA**  
**Schedule of Findings and Responses**  
**For the Year Ended June 30, 2023**

Section III- Federal Award Findings and Questioned Costs - N/A

**OUACHITA PARISH CLERK OF COURT**  
**MONROE, LOUISIANA**  
**Summary Schedule of Prior Audit Findings**  
**For the Year Ended June 30, 2023**

**2022-001**      Theft of Assets

Condition:

During the previous fiscal year, it was discovered that beginning on a date prior to June 30, 2021, a former Ouachita Parish Clerk of Court Deputy Clerk. used an online money transfer system (PayPal) to divert \$344,226 of public funds from the Clerk to himself from December 24, 2014, to October 10, 2018. These were funds paid by subscribers to access the electronic database of the Clerk. By improperly transferring and receiving public funds he was not entitled to receive, the employee may have violated state and federal law.

Management of the Clerk notified the Louisiana Legislative Auditor and the District Attorney once they were made aware of the possible fraud.

The Louisiana Legislative Auditor began an investigation in December 2021 and completed and published their findings in June 2022. Charges were filed against the former employee in October 2022. As of the date of our report, no other legal proceedings have occurred.

Recommendation:

Management should assign responsibilities of critical functions for this transaction cycle in a way that proper segregation of duties are being performed.

Current Status:

This item is resolved.

**OUACHITA PARISH CLERK OF COURT**  
**MONROE, LOUISIANA**

*Independent Accountants' Report on  
Applying Agreed-Upon Procedures  
For the Year Ended June 30, 2023*



# CAMERON, HINES & COMPANY

(A Professional Accounting Corporation)

*Certified Public Accountants*

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Dana Benson, Ouachita Parish Clerk of Court  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022, through June 30, 2023. The Ouachita Parish Clerk of Court's management is responsible for those C/C areas identified in the SAUPs.

The Ouachita Parish Clerk of Court has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2022, through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### 1) *Written Policies and Procedures*

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- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:<sup>1</sup>
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ii. ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
  - iii. ***Disbursements***, including processing, reviewing, and approving.
  - iv. ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the

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<sup>1</sup> For governmental organizations, the practitioner may eliminate those categories and subcategories not applicable to the organization's operations. For quasi-public organizations, including nonprofits, the practitioner may eliminate those categories and subcategories not applicable to public funds administered by the quasi-public.

completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- v. ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. ***Ethics***<sup>2</sup>, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

**Findings:** No exceptions noted.

## ***2) Board or Finance Committee***<sup>3</sup>

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- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and

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<sup>2</sup> The Louisiana Code of Governmental Ethics (Ethics Code) is generally not applicable to nonprofit entities but may be applicable in certain situations, such as councils on aging. If the Ethics Code is applicable to a nonprofit, the nonprofit should have written policies and procedures relating to ethics.

<sup>3</sup> These procedures are not applicable to entities managed by a single elected official, such as a sheriff or assessor.



- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds<sup>4</sup>, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds<sup>5</sup> if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.<sup>6</sup>

**Findings:** The Ouachita Parish Clerk of Court operates without a board or finance committee, so this test is not applicable.

### 3) *Bank Reconciliations*

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- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts<sup>7</sup> (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

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<sup>4</sup>Proprietary fund types are defined under GASB standards and include enterprise and internal service funds. The related procedure addresses these funds as a way to verify that boards are provided with financial information necessary to make informed decisions about entity operations, including proprietary operations that are not required to be budgeted under the Local Government Budget Act.

<sup>5</sup> R.S. 24:513 (A)(1)(b)(iv) defines public funds.

<sup>6</sup> No exception is necessary if management's opinion is that the cost of taking corrective action for findings related to improper segregation of duties or inadequate design of controls over the preparation of the financial statements being audited exceeds the benefits of correcting those findings.

<sup>7</sup> Accounts selected may exclude savings and investment accounts that are not part of the entity's daily business operations.

**Findings:** Three reconciliations showed no evidence of the research of items that have been outstanding for more than 12 months.

#### ***4) Collections (excluding electronic funds transfers)***<sup>8</sup>

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- A. Obtain a listing of deposit sites<sup>9</sup> for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations<sup>10</sup> and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
  - i. Employees responsible for cash collections do not share cash drawers/registers;
  - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
  - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - i. Observe that receipts are sequentially pre-numbered.<sup>11</sup>

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<sup>8</sup> The Collections category is not required to be performed if the entity has a third-party contractor performing all collection functions (e.g., receiving collections, preparing deposits, and making deposits).

<sup>9</sup> A deposit site is a physical location where a deposit is prepared and reconciled.

<sup>10</sup> A collection location is a physical location where cash is collected. An entity may have one or more collection locations whose collections are brought to a deposit site for deposit. For example, in a school district a collection location may be a classroom and a deposit site may be the school office. For school boards only, the practitioner should consider the deposit site and collection location to be the same if there is a central person (secretary or bookkeeper) through which collections are deposited.

<sup>11</sup> The practitioner is not required to test for completeness of revenues relative to classroom collections by teachers.

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
- iv. Observe that the deposit was made within one business day of receipt<sup>12</sup> at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- v. Trace the actual deposit per the bank statement to the general ledger.

**Findings:** No exceptions noted.

***5) Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)***

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- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
  - B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
    - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
    - ii. At least two employees are involved in processing and approving payments to vendors;
    - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
    - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
    - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- [Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]*
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

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<sup>12</sup> As required by Louisiana Revised Statute 39:1212.

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

**Findings:** The employee who processes payments is also responsible for mailing checks.

#### ***6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)***

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- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards<sup>13</sup>. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
  - i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection)<sup>14</sup>. For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for

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<sup>13</sup> Including cards used by school staff for either school operations or student activity fund operations.

<sup>14</sup> For example, if 3 of the 5 cards selected were fuel cards, transactions would only be selected for each of the 2 credit cards. Conceivably, if all 5 cards randomly selected under procedure #7B were fuel cards, procedure #7C would not be applicable.

meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

**Findings:** No exceptions noted.

## **7) Travel and Travel-Related Expense Reimbursements<sup>15</sup> (excluding card transactions)**

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected
- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
  - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
  - iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
  - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Findings:** Five reimbursements showed no evidence of review. One reimbursement did not show the purpose of the expense.

## **8) Contracts**

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management’s representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner’s contract, and
- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law<sup>16</sup> (e.g., solicited quotes or bids, advertised), if required by law;
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

<sup>15</sup> Non-travel reimbursements are not required to be inspected under this category.

<sup>16</sup> If the entity has adopted the state Procurement Code, replace “Louisiana Public Bid Law” with “Louisiana Procurement Code.”

- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

**Findings:** No exceptions noted.

## **9) Payroll and Personnel**

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- A. Obtain a listing of employees and officials<sup>17</sup> employed during the fiscal period and management’s representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
  - i. Observe that all selected employees or officials<sup>18</sup> documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity’s cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management’s representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management’s termination payment calculations and the entity’s policy on termination payments. Agree the hours to the employee’s or official’s cumulative leave records, agree the pay rates to the employee’s or official’s authorized pay rates in the employee’s or official’s personnel files, and agree the termination payment to entity policy.
- D. Obtain management’s representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers’ compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

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<sup>17</sup> “Officials” would include those elected, as well as board members who are appointed.

<sup>18</sup> Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.

**Findings:** No exceptions noted.

### **10) Ethics<sup>19</sup>**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
  - i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

**Findings:** No exceptions noted.

### **11) Debt Service<sup>20</sup>**

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- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**Findings:** This procedure is not applicable to this entity.

### **12) Fraud Notice<sup>21</sup>**

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- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the

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<sup>19</sup> The Louisiana Code of Governmental Ethics (Ethics Code) is generally not applicable to nonprofit entities but may be applicable in certain situations, such as councils on aging. If the Ethics Code is applicable to a nonprofit, the procedures should be performed.

<sup>20</sup> This AUP category is generally not applicable to nonprofit entities. However, if applicable, the procedures should be performed.

<sup>21</sup> Observation may be limited to those premises that are visited during the performance of other procedures under the AUPs and the notice is available for download at [www.la.gov/hotline](http://www.la.gov/hotline)

misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

**Findings:** No exceptions noted.

### ***13) Information Technology Disaster Recovery/Business Continuity***

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- A. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**
  - i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.
  - ii. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - iii. Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

**Findings:** We performed the procedure and discussed the results with management.

### ***14) Prevention of Sexual Harassment<sup>22</sup>***

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

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<sup>22</sup> While it appears to be a good practice for charter schools to ensure it has policies and training for sexual harassment, charter schools do not appear required to comply with the Prevention of Sexual Harassment Law (R.S. 42:341 et seq). An individual charter school, through the specific provisions of its charter, may mandate sexual harassment training.



- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
- C. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

**Findings:** No exceptions noted.

### ***Management’s Response***

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We agree with the results of the procedures and will address the identified exceptions.

We were engaged by the Ouachita Parish Clerk of Court to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Ouachita Parish Clerk of Court and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

*Cameron, Hines & Company (APAC)*

West Monroe, Louisiana  
December 1, 2023