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WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

AUDIT REPORT

**FOR THE YEARS ENDED
JUNE 30, 1996, 1995**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date SEP 04 1996

PREPARED BY:

JOHN M. GATHINGS
Certified Public Accountant
Oak Grove, Louisiana 71263

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

General Purpose Financial Statements
For the Year Ended June 30, 1996
With Supplemental Information Schedule

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WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

TRANSMITTAL LETTER
ANNUAL GENERAL PURPOSE FINANCIAL STATEMENTS

August 23, 1996

Office of the Legislative Auditor
Attention: Ms. Dorothy Milner
Post Office Box 94397
1600 North Third Street
Baton Rouge, Louisiana 70804-9397

Dear Ms. Milner:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements for the West Carroll Parish Clerk of Court for the periods ended June 30, 1995 and June 30, 1996. The report includes all funds under the control and oversight of the clerk of court. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,


Clerk of Court

Enclosure

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

ANNUAL GENERAL PURPOSE FINANCIAL STATEMENTS
AS OF AND FOR THE YEARS ENDED JUNE 30, 1995 and 1996
WITH SUPPLEMENTAL INFORMATION SCHEDULES

Required by R.S. 24:514 to be filed with the
Office of the Legislative Auditor within 90
days after the close of the fiscal year.

AFFIDAVIT

Personally came and appeared before the undersigned authority, Marvin N. Oldham, Sr., West Carroll Parish Clerk of Court, who, duly sworn, deposes and says, that the financial statements herewith given present fairly the financial position of the West Carroll Parish Clerk of Court, as of June 30, 1996, and the results of operations for the years ended June 30, 1995 and June 30, 1996, in accordance with generally accepted accounting principles, applied on a basis consistent with that of the preceding years.

Marvin N. Oldham

Sworn to and subscribed before me, this 27 day of August,

1996.

Kay Bolden
NOTARY PUBLIC

Clerk of Court Marvin N. Oldham
Address P.O. Box 1078
Oak Grove LA 71263
Phone No. 318 428-2369

JOHN M. GATHINGS
Certified Public Accountant
Hwy. 2 East – Oak Grove, Louisiana 71263

318/428-2973

P.O. BOX 1088

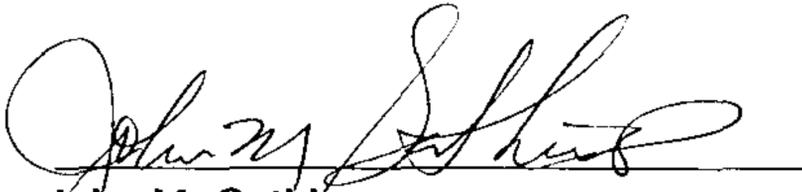
Marvin N. Oldham, Clerk of Court
West Carroll Parish
P.O. Box 1078
Oak Grove, Louisiana

INDEPENDENT AUDITOR'S REPORT

I have audited the accompanying balance sheet of the West Carroll Parish Clerk of Court, Oak Grove, Louisiana as of June 30, 1995 and 1996 and the related statements of income and expenses, change in fund balances for the years then ended. These financial statements are the responsibility of the West Carroll Parish Clerk of Court. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to in the first paragraph above present fairly, in all material respects, the financial position of the West Carroll Parish Clerk of Court as of June 30, 1995 and 1996, and the results of its operations for the years then ended, in conformity with generally accepted accounting principles.


John M. Gathings
Certified Public Accountant

August 23, 1996

JOHN M. GATHINGS
Certified Public Accountant
Hwy. 2 East – Oak Grove, Louisiana 71263

318/428-2973

P. O. BOX 1088

Marvin N. Oldham, Clerk of Court
West Carroll Parish
P.O. Box 1078
Oak Grove, Louisiana

I have audited the general purpose financial statements of the West Carroll Clerk of Court, Oak Grove, Louisiana as of and for the years ended June 30, 1995 and 1996 and have issued my report thereon dated August 23, 1996. My examination was made in accordance with generally accepted auditing standards and the standards for financial and compliance audits contained in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. General Accounting Office; Audits of State and Local Governments, and, accordingly, included such tests of the accounting records and such other auditing procedures as I considered necessary in the circumstances.

The West Carroll Parish Clerk of Court is responsible for compliance with laws and regulations. In connection with my examination referred to above, I selected and tested transactions and records from all areas under the clerk's authority. The purpose of my testing of transactions and records was to obtain reasonable assurance that the West Carroll Parish Clerk of Court, had, in all material respects, administered its funds in compliance with laws and regulations, including those pertaining to financial reports and claims for advances and reimbursements, noncompliance with which I believe could have a material effect on the financial statements taken as a whole.

In my opinion, for the years ended June 30, 1995 and 1996, the West Carroll Parish Clerk of Court, Oak Grove, Louisiana administered all of its funds and accounts groups in compliance, in all material respects, with laws and regulations, including those pertaining to financial reports and claims for advances and reimbursements, noncompliance with which I believe could have been in violation of the laws and regulations.



JOHN M. GATHINGS
CERTIFIED PUBLIC ACCOUNTANT

OAK GROVE, LOUISIANA
August 23, 1996

JOHN M. GATHINGS
Certified Public Accountant
Hwy. 2 East – Oak Grove, Louisiana 71263

318/428-2973

P.O. Box 1088

Marvin N. Oldham, Clerk
West Carroll Parish
P.O. Box 1078
Oak Grove, Louisiana

I have audited the financial statements of the West Carroll Parish Clerk of Court, Oak Grove, Louisiana, for the years ended June 30, 1995 and 1996, and have issued my report thereon dated August 23, 1996. As part of my examination, I made a study and evaluation of the system of internal control systems used in administering the financial affairs, to the extent I considered necessary, to evaluate the systems as by generally accepted auditing standards, standards for financial and compliance audits contained in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. General Accounting Office, and Audits of State and Local Governments. For the purpose of this report, I have classified the significant internal accounting and administrative controls used in administering the financial affairs of the clerk of court in the following categories:

accounts receivables, disbursements, bank deposits, and fixed asset control.

The Clerk of West Carroll Parish is responsible for establishing and maintaining a system of internal control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objective of a system is to provide management with reasonable, but not absolute assurance, that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may

become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate. My study included all of the applicable control categories listed above. My study and evaluation included considering the types of errors and irregularities that could occur, determining whether the necessary procedures are prescribed and are being followed satisfactorily, and evaluating any weaknesses.

My study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control used in administering the financial affairs of the West Carroll Clerk of Court. Accordingly, I do not express an opinion on the system of internal accounting control used in administering the financial affairs of the West Carroll Parish Clerk of Court. However, my study and evaluation disclosed no condition that I believe to be a material weakness.

This report is intended solely for the use of management, the State Planning Office and the Legislative Auditor and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the West Carroll Clerk of Court, is a matter of public record.



JOHN M. GATHINGS
CERTIFIED PUBLIC ACCOUNTANT

OAK GROVE, LOUISIANA
August 23, 1996

**WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana**

Balance Sheet
JUNE 30, 1996

	GOVERNMENTAL FUND TYPE GENERAL <u>FUND</u>	FIDUCIARY FUND TYPE AGENCY ADVANCE DEPOSIT <u>FUND</u>
ASSETS AND OTHER DEBITS:		
Cash	\$18,464.74	\$105,636.38
Investments, at cost	15,000.00	42,589.86
Receivables (note 2)	4,652.50	183.66
Due from Advance Deposit Fund	5,448.08	
Due from West Carroll Sheriff	494.50	
Equipment	0.00	
Amount for Compensated Absences	<u>0.00</u>	<u>0.00</u>
TOTAL ASSETS	<u>\$44,059.82</u>	<u>\$148,409.90</u>
 LIABILITIES AND FUND EQUITY :		
Liabilities:		
Accounts payable	\$2,675.29	\$938.50
Payroll deductions payable	5,034.13	
Compensated absences payable	2,758.00	
Due to General Fund	0.00	5,448.08
Unsettled deposits	<u>0.00</u>	<u>142,023.32</u>
TOTAL LIABILITIES	\$10,467.42	\$148,409.90

(CONTINUED)

The accompanying notes are an integral part of this statement.

ACCOUNT
GROUPS

GENERAL FIXED <u>ASSETS</u>	GENERAL LONG-TERM <u>DEBT</u>	TOTAL (MEMORANDUM <u>ONLY</u>)
			\$124,101.12
			\$57,589.86
			\$4,836.16
			\$5,448.08
			\$494.50
\$89,466.52			\$89,466.52
<u>0.00</u>		<u>\$15,296.00</u>	<u>\$15,296.00</u>
<u>\$89,466.52</u>		<u>\$15,296.00</u>	<u>\$297,232.24</u>
			\$3,613.79
			\$5,034.13
		\$15,296.00	\$18,054.00
0.00		0.00	\$5,448.08
<u>0.00</u>		<u>0.00</u>	<u>\$142,023.32</u>
\$0.00		\$15,296.00	\$174,173.32

**WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana**

Balance Sheet
JUNE 30, 1996

	GOVERNMENTAL FUND TYPE GENERAL <u>FUND</u>	FIDUCIARY FUND TYPE AGENCY ADVANCE DEPOSIT <u>FUND</u>
Fund Equity:		
Investment in general fixed assets		
Fund Balance–Unreserved–undesignated	\$18,296.40	
Fund Balance–Designated	<u>15,296.00</u>	<u>0.00</u>
 Total Fund Equity	 <u>\$33,592.40</u>	 <u>\$0.00</u>
 TOTAL LIABILITIES AND FUND EQUITY	 <u><u>\$44,059.82</u></u>	 <u><u>\$148,409.90</u></u>

(CONCLUDED)

The accompanying notes are an integral part of this statement.

ACCOUNT
GROUPS

<u>GENERAL FIXED ASSETS</u>	<u>GENERAL LONG-TERM DEBT</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
\$89,466.52			\$89,466.52
<u>0.00</u>		<u>0.00</u>	\$18,296.40
			<u>\$15,296.00</u>
<u>\$89,466.52</u>		<u>\$0.00</u>	<u>\$123,058.92</u>
<u>\$89,466.52</u>		<u>\$15,296.00</u>	<u>\$297,232.24</u>

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
GOVERNMENTAL FUND TYPE – GENERAL FUND (SALARY)

Statement of Revenues, Expenditures,
and Changes in Fund Balance
For the Year Ended June 30, 1996

REVENUES

Licenses and permits – marriage	\$890.00
Fees, charges, and commissions for services:	
Court costs, fees, and charges	81,288.38
Fees for recording legal documents	62,115.25
Fees for certified copies of documents	4,218.50
Charges for use of photocopier	6,036.50
Miscellaneous	15,778.45
Use of money and property – interest earnings	4,488.09
Miscellaneous	<u>12,554.73</u>
Total Revenues	\$187,369.90

EXPENDITURES

General government:	
Personal services and related benefits	\$150,575.90
Operating services	16,730.69
Material and supplies	11,810.90
Travel and conventions	6,326.49
Debt service	<u>0.00</u>
Total Expenditures	<u>\$185,443.98</u>

EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$1,925.92
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FUND BALANCE AT BEGINNING OF YEAR	\$16,370.48
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PRIOR PERIOD ADJUSTMENT	<u>\$0.00</u>
-------------------------	---------------

FUND BALANCE AT END OF YEAR	<u><u>\$18,296.40</u></u>
-----------------------------	----------------------------------

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
GOVERNMENTAL FUND TYPE – GENERAL FUND (SALARY)

Statement of Revenues, Expenditures,
and Changes in Fund Balance
For the Year Ended June 30, 1995

REVENUES

Licenses and permits – marriage	\$1,080.00
Fees, charges, and commissions for services:	
Court costs, fees, and charges	94,052.08
Fees for recording legal documents	64,548.86
Fees for certified copies of documents	4,386.00
Charges for use of photocopier	5,637.50
Miscellaneous	9,457.66
Use of money and property – interest earnings	3,363.32
Miscellaneous	<u>2,199.14</u>
Total Revenues	\$184,724.56

EXPENDITURES

General government:	
Personal services and related benefits	\$150,427.88
Operating services	16,714.21
Material and supplies	9,075.29
Travel and conventions	6,462.25
Debt service	<u>0.00</u>
Total Expenditures	<u>\$182,679.63</u>

EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$2,044.93
--	-------------------

FUND BALANCE AT BEGINNING OF YEAR	\$14,325.55
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PRIOR PERIOD ADJUSTMENT	<u>\$0.00</u>
-------------------------	----------------------

FUND BALANCE AT END OF YEAR	<u><u>\$16,370.48</u></u>
-----------------------------	----------------------------------

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
GOVERNMENTAL FUND TYPE – GENERAL FUND (SALARY)

Statement of Revenues, Expenditures, and
 Changes in Fund Balance – Budget and Actual
 For the Year Ended June 30, 1996

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u> <u>FAVORABLE</u> <u>(UNFAVORABLE)</u>
<u>REVENUES</u>			
Recording	\$62,000.00	\$62,115.25	\$115.25
Cancellation	1,600.00	1,605.00	5.00
Mortgages	9,500.00	9,642.00	142.00
Marriage licenses	900.00	890.00	(10.00)
Notary	1,500.00	1,500.00	0.00
Certified copies	4,200.00	4,218.50	18.50
Photocopies	6,000.00	6,036.50	36.50
Summons	750.00	582.50	(167.50)
Court attendance	1,300.00	1,300.00	0.00
Criminal fees	6,000.00	6,138.10	138.10
Suits	73,000.00	73,267.78	267.78
Interest	4,500.00	4,488.09	(11.91)
Elections	1,600.00	1,608.45	8.45
Miscellaneous	<u>14,000.00</u>	<u>13,977.73</u>	<u>(22.27)</u>
Total Revenues	\$186,850.00	\$187,369.90	\$519.90
<u>EXPENDITURES</u>			
Salaries:			
Clerk	\$54,000.00	\$53,649.49	\$350.51
Deputies	66,500.00	66,460.25	39.75
Others	750.00	750.00	0.00
Office supplies	7,500.00	7,318.90	181.10
Insurance	17,500.00	17,355.25	144.75
Travel:			
Clerk's allow.	5,300.00	5,272.20	27.80
Travel and convent.	1,000.00	1,054.29	(54.29)

(CONTINUED)

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
GOVERNMENTAL FUND TYPE – GENERAL FUND (SALARY)

Statement of Revenues, Expenditures, and
Changes in Fund Balance – Budget and Actual
For the Year Ended June 30, 1996

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
Capital outlay	\$4,500.00	\$4,492.00	\$8.00
Other expenditures:			
Election expense	1,900.00	1,980.00	(80.00)
Dues	1,500.00	1,581.66	(81.66)
Clerk's Comp. Fund	2,500.00	2,483.00	17.00
Miscellaneous	700.00	660.75	39.25
Retirement	14,250.00	14,250.82	(0.82)
Sec. of State – UCC	7,000.00	6,983.50	16.50
Marriage licenses fees	<u>1,200.00</u>	<u>1,151.87</u>	<u>48.13</u>
Total Expenditures	<u>\$186,100.00</u>	<u>\$185,443.98</u>	<u>\$656.02</u>
 EXCESS OF REVENUES OVER EXPENDITURES	 \$750.00	 \$1,925.92	 \$1,175.92
 FUND BALANCE AT BEGINNING OF YEAR	 \$16,370.48	 \$16,370.48	 \$0.00
 PRIOR PERIOD ADJUSTMENT	 <u>\$0.00</u>	 <u>\$0.00</u>	 <u>0.00</u>
FUND BALANCE AT END OF YEAR	<u><u>\$17,120.48</u></u>	<u><u>\$18,296.40</u></u>	<u><u>\$1,175.92</u></u>

(CONCLUDED)

The accompanying notes are an intergral part of this statement.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
GOVERNMENTAL FUND TYPE – GENERAL FUND (SALARY)

Statement of Revenues, Expenditures, and
Changes in Fund Balance – Budget and Actual
For the Year Ended June 30, 1995

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u> <u>FAVORABLE</u> <u>(UNFAVORABLE)</u>
<u>REVENUES</u>			
Recording	\$64,500.00	\$64,548.86	\$48.86
Cancellation	1,750.00	1,614.00	(136.00)
Mortgages	12,500.00	12,749.00	249.00
Marriage licenses	1,200.00	1,080.00	(120.00)
Notary	1,500.00	1,535.00	35.00
Certified copies	4,500.00	4,386.00	(114.00)
Photocopies	5,500.00	5,637.50	137.50
Summons	1,000.00	920.00	(80.00)
Court attendance	1,500.00	1,480.00	(20.00)
Criminal fees	6,000.00	5,945.00	(55.00)
Suits	70,000.00	69,809.08	(190.92)
Interest	3,500.00	3,363.32	(136.68)
Elections	500.00	403.14	(96.86)
Miscellaneous	<u>11,500.00</u>	<u>11,253.66</u>	<u>(246.34)</u>
Total Revenues	\$185,450.00	\$184,724.56	(\$725.44)
<u>EXPENDITURES</u>			
Salaries:			
Clerk	\$52,000.00	\$52,283.01	(\$283.01)
Deputies	65,500.00	65,412.10	87.90
Others	0.00	0.00	0.00
Office supplies	9,000.00	9,075.29	(75.29)
Insurance	20,750.00	20,866.06	(116.06)
Travel:			
Clerk's allow.	5,000.00	5,272.20	(272.20)
Travel and convent.	1,200.00	1,190.05	9.95

(CONTINUED)

The accompanying notes are an intergral part of this statement.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
GOVERNMENTAL FUND TYPE – GENERAL FUND (SALARY)

Statement of Revenues, Expenditures, and
Changes in Fund Balance – Budget and Actual
For the Year Ended June 30, 1995

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
Capital outlay	\$0.00	\$0.00	\$0.00
Other expenditures:			
Election expense	1,800.00	1,800.00	0.00
Dues	1,500.00	1,581.66	(81.66)
Clerk's Comp. Fund	2,000.00	2,206.50	(206.50)
Miscellaneous	1,500.00	1,683.41	(183.41)
Retirement	12,000.00	12,151.73	(151.73)
Sec. of State – UCC	7,750.00	7,887.00	(137.00)
Marriage licenses fees	<u>1,250.00</u>	<u>1,270.62</u>	<u>(20.62)</u>
Total Expenditures	<u>\$181,250.00</u>	<u>\$182,679.63</u>	<u>(\$1,429.63)</u>
EXCESS OF REVENUES OVER EXPENDITURES	\$4,200.00	\$2,044.93	(\$2,155.07)
FUND BALANCE AT BEGINNING OF YEAR	\$14,325.55	\$14,325.55	\$0.00
PRIOR PERIOD ADJUSTMENT	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>
FUND BALANCE AT END OF YEAR	<u>\$18,525.55</u>	<u>\$16,370.48</u>	<u>(\$2,155.07)</u>

(CONCLUDED)

The accompanying notes are an intergral part of this statement.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Notes to the Financial Statements
For the Year Ended June 30, 1996

INTRODUCTION

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.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

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

B. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the West Carroll Parish Police Jury is the financial entity for West Carroll Parish. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which 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 Statement No. 14 established criteria for determining which component units should be considered part of the West Carroll Parish Police Jury for financial reporting purposes. The basis criterion for including a potential component unit within the reporting entity is financial accountability. 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

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Notes to the Financial Statements
For the Year Ended June 30, 1996

- 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 furnishes the office space, utilities, and some of the equipment used in the office, the clerk of court was determined to be a component unit of the West Carroll Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the clerk of court and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

The clerk of court uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the clerk of court are classified into two categories: governmental and fiduciary. These funds are described as follows:

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.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Notes to the Financial Statements
For the Year Ended June 30, 1996

Agency Funds

The Advance Deposit and Registry of Court Agency Funds are used to account for assets held as an agent for others. Agency 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 when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The governmental funds are accounted for using a flow of current financial resources measurement focus. The accompanying general purpose financial statements have been prepared on the modified accrual basis of accounting. The Governmental Fund uses the following practices in recording revenues and expenditures:

Revenues

Recordings, cancellations, court attendance, criminal cost, et cetera, are recorded in the year in which they are earned.

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

Substantially all other revenues are recorded when received.

Expenditures:

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

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. General fixed assets provided by the parish police jury are not recorded within the general fixed assets account group. Fixed assets are valued at historical cost. No depreciation has been provided on general fixed assets.

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana

Notes to the Financial Statements
For the Year Ended June 30, 1996

E. BUDGETARY PRACTICES

The clerk of court has the following budgetary practices:

The annual budget is adopted using the prior years revenues and expenditures as a guide. The budget is reviewed and adjusted every six months for extraordinary revenues or expenses. The budget presented in Statement C is shown on the accrual basis of accounting.

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

F. CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents includes amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the clerk of court may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the clerk of court may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost.

G. COMPENSATED ABSENCES

The clerk of court has the following policy related to vacation and sick leave:

Employees accrue from 5 to 20 days annual leave each year and from 12 to 24 days sick leave each year depending on years of service with the office. There is no limit on the accumulation of annual leave, but a 60 day limit on sick leave. Upon retirement or death, employees are paid for all unused annual and sick leave.

At June 30 1996, employees of the clerk of court had accumulated and vested

WEST CARROLL PARISH CLERK OF COURT
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Notes to the Financial Statements
For the Year Ended June 30, 1996

\$18,054.00 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount, \$2,758.00 is recorded as an obligation of the General Fund and \$15,296.00 is recorded within the general long-term obligations account group.

The cost of current leave privileges, computed in accordance with the previous codification, total (\$2,758.00). Of this amount, all has been recorded as current year expenditure of the General Fund and \$0.00 transferred to the general long-term obligations account group as an obligation not requiring current resources.

H. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due.

I. FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

J. TOTAL COLUMNS ON THE BALANCE SHEET - OVERVIEW

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

WEST CARROLL PARISH CLERK OF COURT

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Notes to the Financial Statements
For the Year Ended June 30, 1996

2. RECEIVABLES

The breakdown on the General Receivables at June 30, 1995, as shown on Statement A, is as follows:

Cancellations	\$8.00
Cert. Copies	175.00
Subpeonas	0.00
Court Attendance	140.00
Mortgage Certificates	421.00
Photo Copies	108.00
Recordings	<u>3,800.50</u>
Total	<u>\$4,652.50</u>

3. CHANGES IN GENERAL FIXED ASSETS

There was \$5,435.00 change in fixed assets; see Note 11 for details.

4. PENSION PLAN

Substantially all employees are members of the Clerks of Court Retirement and Relief Fund, a multiple-employer public employee retirement system (PERS), controlled and administered by a separate board of trustees. The total payroll for employees of the West Carroll Parish Clerk of Court covered by the System for the year ended June 30, 1996 was \$130,382.57; the West Carroll Parish Clerk's total payroll was \$130,382.57.

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

WEST CARROLL PARISH CLERK OF COURT
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Notes to the Financial Statements
For the Year Ended June 30, 1996

and amended by state statute.

The system issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (504) 293-1162.

Funding Policy: Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the West Carroll Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.50 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the West Carroll Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The West Carroll Parish Clerk of Court's contribution to the System for the years ending June 30, 1996, 1995, and 1994, were \$19,833.99, \$17,827.83, and \$19,664.43, respectively, equal to the required contributions for each year.

5. CAPITAL LEASES

The clerk of court records items under capital leases as an asset and an obligation in the accompanying financial statements. The clerk of court had no such operating leases for the year ended June 30, 1996.

6. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligations transactions during the year.

There was only one long-term obligation as of June 30, 1996 which was for uncompensated absences in the amount of \$15,296.00.

WEST CARROLL PARISH CLERK OF COURT
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Notes to the Financial Statements
For the Year Ended June 30, 1996

7. LITIGATION AND CLAIMS

At June 30, 1996, the clerk of court was not a defendant in any litigation seeking damages.

8. EXPENSES OF THE CLERK PAID BY THE PARISH POLICE JURY

Certain operating expenditures of the clerk's office are paid by the parish police jury. The expenditures are summarized as follows:

The Police Jury paid the electric bills for the clerk's office and \$2,703.50 toward the purchase of office equipment for the clerk's office.

9. RELATED PARTY TRANSACTIONS

There were no related party transactions to disclose as required by FASB 57.

10. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund unsettled deposits follows:

	Unsettled Deposits at Beginning of Year	<u>Additions</u>	<u>Reductions</u>	Unsettled Deposits at End of Year
Agency funds:				
Advance Deposit				
Fund	\$52,043.60	\$128,837.88	\$122,082.94	\$58,798.54
Registry of Court				
Fund	<u>\$100,223.96</u>	<u>\$3,604.26</u>	<u>\$20,603.44</u>	<u>\$83,224.78</u>
Total	\$152,267.56	\$132,442.14	\$142,686.38	\$142,023.32

WEST CARROLL PARISH CLERK OF COURT
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Notes to the Financial Statements
For the Year Ended June 30, 1996

11. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets is as follows:

	Fixed Assets at Beginning of Year	Additions	Reductions	Fixed Assets at End of Year
Equipment	<u>\$84,031.52</u>	<u>\$5,585.00</u>	<u>\$150.00</u>	<u>\$89,466.52</u>
Total	\$84,031.52	\$5,585.00	\$150.00	\$89,466.52

12. EXCESS FUND BALANCE

Louisiana Revised Statute 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, 1996 there was no amount due the parish treasurer as the General Fund's fund balance at June 30, 1996, did not exceed one-half of the revenues of the General Fund for the last year of the clerk's four-year term of office.

13. SUBSEQUENT EVENTS

There were no events that occurred after the close of the fiscal year and before the issuance of this report that materially effects the Clerk of Court.

WEST CARROLL PARISH CLERK OF COURT
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SUPPLEMENTAL INFORMATION SCHEDULE
For the Year Ended June 30, 1996

FIDUCIARY FUND TYPE – AGENCY

ADVANCE DEPOSIT FUND

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

REGISTRY OF COURT FUND

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

WEST CARROLL PARISH CLERK OF COURT
Oak Grove, Louisiana
FIDUCIARY FUND - AGENCY FUND

Combining Balance Sheet, June 30, 1996

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
ASSETS			
Cash	\$22,411.60	\$83,224.78	\$105,636.38
Investments	42,589.86	0.00	42,589.86
Due from Gen. Fund	<u>183.66</u>	<u>0.00</u>	<u>183.66</u>
Total Assets	<u>\$65,185.12</u>	<u>\$83,224.78</u>	<u>\$148,409.90</u>
 LIABILITIES AND FUND EQUITY			
Due to General Fund	\$5,448.08		\$5,448.08
Due to others	938.50		938.50
Unsettled Deposits	<u>58,798.54</u>	<u>\$83,224.78</u>	<u>142,023.32</u>
Total Liabilities	<u>\$65,185.12</u>	<u>\$83,224.78</u>	<u>\$148,409.90</u>

WEST CARROLL PARISH CLERK OF COURT
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FIDUCIARY FUND – AGENCY FUND

Schedule of Changes in Unsettled Deposits
For the Year Ended June 30, 1996

	ADVANCE DEPOSITS FUNDS	REGISTRY OF COURT FUND
UNSETTLED DEPOSITS AT BEGINNING OF YEAR	\$52,043.60	\$100,223.96
ADDITIONS		
Deposits:		
Suits and successions	128,238.25	738.72
Judgements		
Interest earned on investments	599.63	2,865.54
Other additions	<u>0.00</u>	<u>0.00</u>
Total additions	\$180,881.48	\$103,828.22
 REDUCTIONS		
Clerk's costs- Local	\$73,267.78	
Settlements to litigants	2,323.54	
Attorney, curators, and notarial fees	1,573.68	
Witness, appraisers, keepers, etc.	20,631.07	
Clerk's costs - other	25.00	
Sheriff's fees	12,084.68	
Other reductions - by order of court	<u>12,177.19</u>	<u>\$20,603.44</u>
Total reductions	<u>\$122,082.94</u>	<u>\$20,603.44</u>
UNSETTLED DEPOSITS AT END OF YEAR	<u><u>\$58,798.54</u></u>	<u><u>\$83,224.78</u></u>