

R E P O R T

ST. TAMMANY PARISH CLERK OF COURT

JUNE 30, 2022

ST. TAMMANY PARISH CLERK OF COURT

INDEX TO REPORT

JUNE 30, 2022

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT.....	1 - 4
MANAGEMENT'S DISCUSSION AND ANALYSIS.....	5 - 10
BASIC FINANCIAL STATEMENTS:	
Government-Wide Financial Statements:	
Statement of Net Position .....	11
Statement of Activities.....	12
Fund Financial Statements:	
Governmental Funds:	
Balance Sheet.....	13
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position.....	14
Statement of Revenues, Expenditures, and Changes in Fund Balance .....	15
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities .....	16
Fiduciary Fund:	
Statement of Fiduciary Net Position .....	17
Statement of Changes in Fiduciary Net Position .....	18
Notes to the Financial Statements.....	19 - 41

(Continued)

ST. TAMMANY PARISH CLERK OF COURT

INDEX TO REPORT

JUNE 30, 2022

	<u>PAGE</u>
REQUIRED SUPPLEMENTARY INFORMATION:	
Budgetary Comparison Schedule - General Fund.....	42
Schedule of Changes in Other Postemployment Benefits Liability and Related Ratios .....	43
Schedule of the Clerk’s Proportionate Share of Net Pension Liability .....	44
Schedule of Contributions to the Louisiana Clerks’ of Court Retirement and Relief Fund.....	45
Notes to Required Supplementary Information .....	46 - 47
OTHER SUPPLEMENTARY INFORMATION:	
Governmental Funds Schedule of Revenues .....	48
Governmental Funds Schedule of Expenditures.....	49 - 51
Schedule of Compensation, Benefits, and Other Payments to the Clerk of Court .....	52
Justice System Funding Schedule – Collecting / Disbursing Entity .....	53 - 56
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT</i> <i>AUDITING STANDARDS</i> .....	
	57 - 58
SCHEDULE OF FINDINGS.....	59



# Duplantier Hrapmann Hogan & Maher, LLP

A.J. Duplantier, Jr., CPA  
(1919-1985)

Felix J. Hrapmann, Jr., CPA  
(1919-1990)

William R. Hogan, Jr., CPA  
(1920-1996)

James Maher, Jr., CPA  
(1921-1999)

## INDEPENDENT AUDITOR'S REPORT

Lindsay J. Calub, CPA, LLC  
Guy L. Duplantier, CPA  
Michelle H. Cunningham, CPA  
Dennis W. Dillon, CPA  
Grady C. Lloyd, III CPA

Heather M. Jovanovich, CPA  
Terri L. Kitto, CPA

Robynn P. Beck, CPA  
John P. Butler, CPA  
Jason C. Montegut, CPA  
Paul M. Novak, CPA, AVB, CVA  
Wesley D. Wade, CPA

Michael J. O' Rourke, CPA  
David A. Burgard, CPA  
Clifford J. Giffin, Jr., CPA  
William G. Stamm, CPA

**New Orleans**  
1615 Poydras Street,  
Suite 2100  
New Orleans, LA 70112  
Phone: (504) 586-8866  
Fax: (504) 525-5888

**Northshore**  
1290 Seventh Street  
Slidell, LA 70458  
Phone: (985) 641-1272  
Fax: (985) 781-6497

**Houma**  
247 Corporate Drive  
Houma, LA 70360  
Phone: (985) 868-2630  
Fax: (985) 872-3833

**Napoleonville**  
5047 Highway 1  
P.O. Box 830  
Napoleonville, LA 70390  
Phone: (985) 369-6003  
Fax: (985) 369-9941

January 3, 2023

To the Honorable Melissa Henry  
St. Tammany Parish Clerk of Court  
Covington, Louisiana

### **Report on the Audit of the Financial Statements**

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Tammany Parish Clerk of Court (the Clerk) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements as listed in the index to the report.

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, 2022, and the respective changes in financial position 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 Auditor's 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.

[www.dhmcpa.com](http://www.dhmcpa.com)

Members  
American Institute of  
Certified Public Accountants  
Society of LA CPAs

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

Management is responsible for the preparation and fair presentation of the 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 misstatement, 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.

## ***Auditor's 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 auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute 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 Management's Discussion and Analysis; the Budgetary Comparison Schedule – General Fund; Schedule of Changes in Other Postemployment Benefits Liability and Related Ratios; Schedule of Proportionate Share of Net Pension Liability; Schedule of Contributions to the Clerks' of Court Retirement System; and the notes to required supplementary information be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 auditing standards generally accepted in the United States of America and *Government Auditing Standards*, 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 Governmental Funds Schedule of Revenues; Governmental Funds Schedule of Expenditures; Schedule of Compensation, Benefits, and Other Payments to the Clerk of Court; and the Justice System Funding Schedule – Collecting /Disbursing Entity are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Governmental Funds Schedule of Revenues; Governmental Funds Schedule of Expenditures; Schedule of Compensation, Benefits, and Other Payments to the Clerk of Court; and the Justice System Funding Schedule – Collecting /Disbursing Entity are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 and *Government Auditing Standards*. In our opinion, the Governmental Funds Schedule of Revenues; Governmental Funds Schedule of Expenditures; Schedule of Compensation, Benefits, and Other Payments to the Clerk of Court; and the Justice System Funding Schedule – Collecting /Disbursing Entity are fairly stated in all material respects in relation to the basic financial statements as a whole.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 3, 2023, on our consideration of the Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely 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 effectiveness of the Clerk's 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 the Clerk's internal control over financial reporting and compliance.

*Duplantier, Sharpness, Hogan and Gruber, LLP*

New Orleans, Louisiana

ST. TAMMANY PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022

The management's discussion and analysis of the St. Tammany Parish Clerk of Court's (the Clerk) financial performance provides an overview and analysis of the Clerk's financial activities for the year ended June 30, 2022. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with the prior year's information. This analysis should be read in conjunction with the audited financial statements, which follow this section.

### **FINANCIAL HIGHLIGHTS**

- Total program revenues of the Clerk were \$13,075,054 which was a decrease of \$771,718, or 5.57%, as compared to the prior year.
- Total program expenses of the Clerk were \$13,023,820, which was a decrease of \$2,564,519 or 16.45%, as compared to the prior year.
- The Clerk's total liabilities and deferred inflows of resources exceeded total assets and deferred outflows of resources by \$19,035,751.
- Net position had a deficit balance in the amount of \$19,035,751. This deficit is the result of recording the Clerks' proportionate share of net pension liability and other post-employment benefits in the government-wide financial statements.
- The fund balance on the Governmental Fund financial statements had a positive balance in the amount of \$6,841,215.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This report consists of four sections: management's discussion and analysis (this section), the basic financial statements, required supplementary information and other supplementary information. Management's discussion and analysis is intended to serve as an introduction to the Clerk's basic financial statements. The basic financial statements consist of the government-wide financial statements, the fund financial statements, and the notes to the financial statements. This report also contains additional information to supplement the basic financial information, such as required supplementary information and other supplementary information.

#### **Government-Wide Financial Statements**

The government-wide financial statements are designed to present the financial operations of the Clerk as a whole. The Statement of Net Position presents information on the Clerk's assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the accrual basis of accounting, in a manner similar to the accounting used by private business enterprises. The difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources is reported as net

ST. TAMMANY PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

**Government-Wide Financial Statements: (Continued)**

position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Clerk is improving or weakening.

The Statement of Activities presents information showing how the Clerk'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 the timing of the related cash flows. As a result, transactions may be included that will not affect cash until future fiscal periods.

**Fund Financial Statements**

A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk uses fund accounting to ensure and demonstrate compliance with finance-related laws and regulations. The Clerk uses two categories of funds to account for financial transactions, governmental funds and fiduciary funds.

Governmental funds are used to account for most of the basic services and projects reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances available for spending at year-end. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The Clerk has two governmental funds. The General Fund provides a detailed short-term view of the Clerk's general government operations and the basic services it provides. The Advance Deposit Fund is a special revenue fund that collects and disburses advanced costs collected for court costs. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk's programs.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for governmental funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader insight on the long-term impact of the Clerk's more immediate decisions on the current use of financial resources. The governmental funds of the fund financial statements require and includes a reconciliation following the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances.

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The fiduciary funds accounted for by the Clerk are custodial in nature and represent assets held by the Clerk for litigants pending court action. Under applicable standards of GASB Statement No. 84, fiduciary funds are not included in the government-wide financial statements. These activities are excluded from the Clerk's governmental funds financial statements because these assets are not available to finance operations. The Clerk is responsible for ensuring that the assets reported in the fiduciary funds are used for their intended purposes.

ST. TAMMANY PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

**Notes to the Financial Statements**

The notes to the financial statements follow the audited financial statements and 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 Clerk's General Fund budgetary comparison to actual, its obligations to provide other postemployment benefits, the Clerk's proportionate share of net pension liability and the Clerk's contributions to the Louisiana Clerks' of Court Retirement and Relief Fund.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

Condensed Statements of Net Position  
June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>	<u>Change</u>	<u>Percentage Change</u>
<b>ASSETS:</b>				
Current and other assets	\$ 16,225,033	\$ 14,687,155	\$ 1,537,878	10.47%
Capital assets, net	583,637	722,546	(138,909)	-19.22%
Total assets	<u>16,808,670</u>	<u>15,409,701</u>	<u>1,398,969</u>	9.08%
DEFERRED OUTFLOWS OF RESOURCES	<u>8,790,142</u>	<u>10,887,918</u>	<u>(2,097,776)</u>	-19.27%
<b>LIABILITIES:</b>				
Current liabilities	211,202	203,343	7,859	3.86%
Long-term liabilities	33,602,520	44,555,905	(10,953,385)	-24.58%
Total liabilities	<u>33,813,722</u>	<u>44,759,248</u>	<u>(10,945,526)</u>	-24.45%
DEFERRED INFLOWS OF RESOURCES	<u>10,820,841</u>	<u>706,566</u>	<u>10,114,275</u>	1431.47%
<b>NET POSITION:</b>				
Net investment in capital assets	307,622	247,210	60,412	24.44%
Unrestricted net position (deficit)	<u>(19,343,373)</u>	<u>(19,415,405)</u>	<u>72,032</u>	-0.37%
Total net position (deficit)	<u>\$ (19,035,751)</u>	<u>\$ (19,168,195)</u>	<u>\$ 132,444</u>	-0.69%

ST. TAMMANY PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022

**GOVERNMENT-WIDE FINANCIAL STATEMENTS (Continued)**

Condensed Statements of Activities  
For the Years Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>	<u>Change</u>	<u>Percentage Change</u>
<b>Program Revenues:</b>				
Charges for services	\$ 12,355,380	\$ 13,191,789	\$ (836,409)	-6.34%
Operating grants and contributions	719,674	654,983	64,691	9.88%
Total program revenues	<u>13,075,054</u>	<u>13,846,772</u>	<u>(771,718)</u>	-5.57%
<b>General Revenues:</b>				
Other revenues	60,650	79,309	(18,659)	-23.53%
Interest earnings	20,560	32,747	(12,187)	-37.22%
Total general revenues	<u>81,210</u>	<u>112,056</u>	<u>(30,846)</u>	-27.53%
Total revenues	<u>13,156,264</u>	<u>13,958,828</u>	<u>(802,564)</u>	-5.75%
<b>Function /Program Expenses:</b>				
Administration	3,123,958	3,153,521	(29,563)	-0.94%
Recordings and filings	1,908,966	2,681,194	(772,228)	-28.80%
Mortgage certificates	445,757	726,417	(280,660)	-38.64%
Civil suits and probates	4,810,756	5,493,330	(682,574)	-12.43%
Criminal suits and minutes	2,457,065	3,257,963	(800,898)	-24.58%
Elections	277,318	275,914	1,404	0.51%
Total program expenses	<u>13,023,820</u>	<u>15,588,339</u>	<u>(2,564,519)</u>	-16.45%
Change in net position	<u>\$ 132,444</u>	<u>\$ (1,629,511)</u>	<u>\$ 1,761,955</u>	

**FUND FINANCIAL STATEMENTS ANALYSIS**

**Governmental Funds**

The Clerk maintains two governmental funds, the General Fund and the Special Revenue Advance Deposit Fund. For the year June 30, 2022, the General Fund reported a fund balance of \$6,841,215 which increased by \$313,507 as compared to prior year. For the year ended June 30, 2022 the Special Revenue Advance Deposit Fund transferred all fees collected to the General Fund and therefore reported no fund balance, which is consistent with the prior year.

**Fiduciary Funds**

The Clerk maintains one fiduciary fund, the Registry of Court Fund. Net position increased \$2,238,698 for the Registry of Court Fund as compared to the prior year.

ST. TAMMANY PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022

**ANALYSIS OF BUDGET VARIATIONS IN THE GENERAL FUND**

The variations from the budgeted revenues and expenditures for the General Fund were as follows:

- Revenues and operating transfers in were more than the budget by \$49,470 due to increases in fees for services.
- Expenditures were less than the budget by \$264,037, mainly due to decreases in personnel services and information technology expenditures.

**CAPITAL ASSETS AND LONG-TERM OBLIGATIONS**

**Capital Assets**

Capital assets in the amount of \$583,637, represent the investment in office furniture and computer equipment, office improvements, and software net of accumulated depreciation and amortization expense. Net capital assets decreased \$138,909 during 2022 mainly due to current year depreciation / amortization expense in the amount of \$167,034. Total additions to capital assets were \$28,125.

**Net Pension Liability**

At June 30, 2022, the Clerk reported \$7,957,071 for its proportionate share of net pension liability, \$3,825,405 for deferred outflows of resources and \$3,809,383 for deferred inflows of resources. See Note 6 to the basic financial statements for further details of the net pension liability, pension expense, deferred outflows of resources, and deferred inflows of resources.

**Other Postemployment Benefits Liability**

At June 30, 2022, the Clerk reported other postemployment benefits liability in the amount of \$16,196,818, \$4,964,737 for deferred outflows of resources and \$7,011,458 for deferred inflows of resources. See Note 7 to the basic financial statements for further details of the other postemployment benefits liability, expense, deferred outflows of resources and deferred inflows of resources.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

A review of the number of documents filed within the Recording Department during fiscal year 2022 indicates that 56,355 land documents were recorded. The number of recordings decreased by 9,430 from the number of land documents that were recorded in fiscal year 2021.

ST. TAMMANY PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET (Continued)**

The number of civil suit filings in fiscal year 2022 was 7,133. This represents a decrease of 145 civil suit filings, in comparison to the number of civil suit filings during fiscal year 2021.

Revenue from passports and personal documents have increased since eliminating appointments due to COVID restrictions. Online public access service fees remain consistent.

In conclusion, the Clerk's office provides a wide range of services to the public and anticipates that it will be able to operate within the operating budget for the fiscal year 2022-2023.

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the St. Tammany Parish Clerk of Court's finances. Questions concerning this report or the need for additional information should be directed to the Honorable Melissa Henry, Clerk of Court, St. Tammany Parish, P.O. Box 1090, Covington, LA 70434.

ST. TAMMANY PARISH CLERK OF COURT  
STATEMENT OF NET POSITION  
JUNE 30, 2022

	<u>Governmental Activities</u>
<b>ASSETS:</b>	
Cash and cash equivalents	\$ 10,428,205
Investments	5,500,000
Receivables	4,733
Prepaid items	292,095
Capital assets, net of accumulated depreciation and amortization	<u>583,637</u>
Total assets	<u>16,808,670</u>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>	
Deferred outflows related to pensions	3,825,405
Deferred outflows related to other postemployment benefits	<u>4,964,737</u>
Total deferred outflows of resources	<u>8,790,142</u>
<b>LIABILITIES:</b>	
Accounts payable and other accrued liabilities	86,222
Unearned revenue	124,980
Non-current liabilities:	
Finance lease payable - due in one year	205,889
Finance lease payable - due in more than one year	70,126
Net pension liability	7,957,071
Other postemployment benefits	16,196,818
Advance deposits held	<u>9,172,616</u>
Total liabilities	<u>33,813,722</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>	
Deferred inflows related to pensions	3,809,383
Deferred inflows related to other postemployment benefits	<u>7,011,458</u>
Total deferred inflows of resources	<u>10,820,841</u>
<b>NET POSITION:</b>	
Net investment in capital assets	307,622
Unrestricted (deficit)	<u>(19,343,373)</u>
Total net position (deficit)	<u>\$ (19,035,751)</u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2022

<u>Functions/ Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges for</u>	<u>Operating</u>	<u>Revenue and</u>
		<u>Services</u>	<u>Grants and</u>	<u>Changes in</u>
			<u>Contributions</u>	<u>Net Position</u>
Governmental Activities:				
Administration	\$ 3,123,958	\$ -	\$ 169,195	\$ (2,954,763)
Recordings and filings	1,908,966	2,451,119	107,231	649,384
Mortgage certificates	445,757	572,354	25,045	151,642
Civil suits and probates	4,810,756	6,177,027	261,386	1,627,657
Criminal suits and minutes	2,457,065	3,154,880	139,833	837,648
Elections	277,318	-	16,984	(260,334)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Governmental Activities	<u>\$ 13,023,820</u>	<u>\$ 12,355,380</u>	<u>719,674</u>	51,234
General Revenues:				
Interest income				20,560
Other				60,650
Total general revenues				<hr/> 81,210
Change in net position				132,444
Net position (deficit) - beginning of year				<hr/> (19,168,195)
Net position (deficit) - end of year				<hr/> <u>\$ (19,035,751)</u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT  
GOVERNMENTAL FUNDS BALANCE SHEET  
JUNE 30, 2022

	General <u>Fund</u>	Advance Deposit <u>Fund</u>	<u>Total</u>
ASSETS:			
Cash and cash equivalents	\$ 3,640,359	\$ 6,787,846	\$ 10,428,205
Investments	2,400,000	3,100,000	5,500,000
Receivables	4,733	-	4,733
Due from advance deposit fund	715,230	-	715,230
Prepaid items	292,095	-	292,095
TOTAL ASSETS	<u>\$ 7,052,417</u>	<u>\$ 9,887,846</u>	<u>\$ 16,940,263</u>
LIABILITIES:			
Accounts payable	86,222	-	86,222
Unearned revenue	124,980	-	124,980
Due to general fund	-	715,230	715,230
Advance deposits held	-	9,172,616	9,172,616
Total liabilities	<u>211,202</u>	<u>9,887,846</u>	<u>10,099,048</u>
FUND BALANCE:			
Nonspendable prepaid items	292,095	-	292,095
Unassigned	<u>6,549,120</u>	-	<u>6,549,120</u>
Total fund balance	<u>6,841,215</u>	-	<u>6,841,215</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 7,052,417</u>	<u>\$ 9,887,846</u>	<u>\$ 16,940,263</u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
JUNE 30, 2022

Total governmental fund balance \$ 6,841,215

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund. 583,637

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund as follows:

Financed lease payable	(276,015)
Net pension liability	(7,957,071)
Other postemployment benefits payable	(16,196,818)

Pension and other postemployment benefits related deferred outflows of resources and deferred inflows of resources are not due and payable in the current year; and, therefore, are not reported in the governmental fund as follows:

Deferred outflows of resources	8,790,142
Deferred inflows of resources	<u>(10,820,841)</u>

Net position (deficit), as reflected on the Statement of Net Position \$ (19,035,751)

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT  
 GOVERNMENT FUNDS STATEMENT OF  
 REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2022

	General <u>Fund</u>	Advance Deposit <u>Fund</u>	<u>Total</u>
REVENUES:			
Fees, charges, and commissions for services:			
Court costs, fees, and charges	\$ 142,058	\$ 4,434,959	\$ 4,577,017
Fees for recording legal documents	6,943,253	-	6,943,253
Fees for other services	186,194	-	186,194
Fees for on-line public access	508,510	-	508,510
Fees for certified copies	140,406	-	140,406
Interest income	20,560	-	20,560
Other income	60,648	-	60,648
Total revenues	<u>8,001,629</u>	<u>4,434,959</u>	<u>12,436,588</u>
EXPENDITURES:			
Current:			
Administration	377,412	-	377,412
Recordings and filings	1,611,150	-	1,611,150
Mortgage certificates	389,603	-	389,603
Civil suits and probates	4,207,236	-	4,207,236
Criminal suits and minutes	2,140,836	-	2,140,836
Elections	242,032	-	242,032
Information technology	546,573	-	546,573
Finance	942,880	-	942,880
Human resources	302,346	-	302,346
Records management	626,742	-	626,742
Purchasing	73,794	-	73,794
Retirees	422,547	-	422,547
Capital outlay	28,125	-	28,125
Debt service:			
Financed lease principal	199,321	-	199,321
Financed lease interest	12,484	-	12,484
Total expenditures	<u>12,123,081</u>	<u>-</u>	<u>12,123,081</u>
Excess (deficiency) of revenues over expenditures	<u>(4,121,452)</u>	<u>4,434,959</u>	<u>313,507</u>
Other Financing Sources:			
Operating transfers in	4,434,959	-	4,434,959
Operating transfers out	-	(4,434,959)	(4,434,959)
Total other financing sources	<u>4,434,959</u>	<u>(4,434,959)</u>	<u>-</u>
Net change in fund balance	313,507	-	313,507
Fund balance, beginning of the year	<u>6,527,708</u>	<u>-</u>	<u>6,527,708</u>
FUND BALANCE, END OF THE YEAR	<u>\$ 6,841,215</u>	<u>\$ -</u>	<u>\$ 6,841,215</u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2022

Net change in fund balance - governmental fund \$ 313,507

Amounts reported for governmental activities in the  
Statement of Activities are different because:

The governmental fund reports capital outlays as expenditures. However,  
in the Statement of Activities, the cost of those assets is allocated  
over their estimated useful lives and reported as depreciation expense:

Capital outlay	28,125
Depreciation and amortization expense	(167,034)

The governmental fund reports payments for leased computer equipment as  
expenditures. However, in the Statement of Activities, the lease principal  
payments are not reported as expenditures as they reduce the liability on the  
Statement of Net Position.

199,321

Changes in the Clerk's other postemployment benefits liability, deferred  
outflows of resources, and deferred inflows of resources related to the  
other postemployment benefits not reported in the governmental funds  
but are reported on the Statement of Activities.

(484,977)

Changes in the Clerk's proportionate share of net pension liability, deferred  
outflows of resources, and deferred inflows of resources related to the  
pension plan not reported in the governmental funds but are  
reported on the Statement of Activities.

243,502

Change in net position, as reflected on the Statement of Activities

\$ 132,444

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT  
STATEMENT OF FIDUCIARY NET POSITION  
JUNE 30, 2022

	<u>Registry of Court</u>
ASSETS:	
Cash and cash equivalents	<u>\$ 10,882,495</u>
 TOTAL ASSETS	 <u><u>\$ 10,882,495</u></u>
 NET POSITION:	
Fiduciary net position - held for others	<u>\$ 10,882,495</u>
 TOTAL NET POSITION	 <u><u>\$ 10,882,495</u></u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2022

	<u>Registry of Court Fund</u>
ADDITIONS:	
Judgments	\$ 6,366,241
Interest earned on investments	51,982
Total additions	<u>6,418,223</u>
REDUCTIONS:	
Settlement to litigants	4,119,752
Other	59,773
Total reductions	<u>4,179,525</u>
Net change in fiduciary net position	2,238,698
Net position, beginning of the year	<u>8,643,797</u>
Net position, end of the year	<u><u>\$ 10,882,495</u></u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the St. Tammany Parish Clerk of Court (the Clerk) serves as the ex-officio notary public, the recorder of conveyances, mortgages and other acts, and has other duties and powers provided by law. The Clerk is elected for a four-year term. The Clerk is solely responsible for the operations of her office, which include the hiring or retention of employees, budgeting and the receipt and disbursement of funds. Accordingly, the Clerk is fiscally independent and a separate reporting entity.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Financial Statement Presentation:

The financial statements of the Clerk have been prepared in conformity with accounting principles generally accepted in the United States of America (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.

Financial Reporting Entity:

For financial reporting purposes, the Clerk includes all funds, account groups, and activities that are within the oversight responsibility of the Clerk as an independently elected parish official.

Government-Wide Financial Statements:

The Statement of Net Position and the Statement of Activities display information about the reporting government as a whole. These statements include all the financial activities of the Clerk except for the fiduciary fund. Fiduciary funds are reported in the Statement of Fiduciary Net Position and the Statement of Changes in Fiduciary Net Position at the fund financial statement level. Interfund activity has been removed from these statements.

The government-wide financial statements are reported on the full accrual basis of accounting and the economic resources measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Interest earnings and other revenues not properly included among program revenues are reported instead as general revenues.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Fund Financial Statements:

Government fund financial statements are accounted for using the modified accrual basis of accounting and a current financial resources measurement focus. Revenues are recognized when they become both measurable and available. Revenues are considered to be available when they are collectible within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Clerk considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, compensated absences, capital lease liability, pension liability, and other postemployment benefits are recorded when paid.

Fees and charges for services, interest earnings and other revenues of the current fiscal period are all considered to be susceptible to accrual and accordingly have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Clerk.

The fund financial statements of the Clerk consist of two major governmental funds and a fiduciary fund as follows:

General Fund:

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

Special Revenue Fund:

The Advance Deposit Fund, provided under Louisiana Revised Statute 13:842 is used to account for advance deposits in suits filed by litigants. Though the advance deposits held for others are not allowed to be used for the Clerk's general expenditures, the fund is recorded as a special revenue fund due to the Clerk's administrative involvement with the funds. Any excess funds held after all court costs are paid are refunded to the litigants.

Fiduciary Fund:

The fiduciary fund accounts for one fund, the Registry of Court Fund. This fund accounts for assets held on behalf of outside parties. The fiduciary fund of the Clerk is custodial in nature and does not involve measurement of results of operations. The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, is used to account for funds held by order of the court until judgment is rendered by the judiciary. Withdrawals of funds can be made only upon order of the court.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Fund Financial Statements: (Continued)

Budget and Budgetary Accounting:

Formal budget integration is employed as a management control device during the year for the General Fund. The budget is prepared on the modified accrual basis of accounting, consistent with the basis of accounting for comparability of budgeted and actual revenue and expenditures. Budgets amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments. The proposed budget for the fiscal year 2022 was published in the official journal and made available for public inspection at the Clerk's office on May 19, 2021. The budget hearing was held at the Clerk's office on June 15, 2021. The budget is legally adopted and amended, as necessary, by the Clerk. All appropriations lapse at year-end.

Cash, Cash Equivalents, and Investments:

Cash and cash equivalents include amounts in demand deposits, interest bearing demand deposit, money market-like investment pools, and certificates of deposit with original maturities of three months or less from the date of acquisition.

State law allows investments in direct United States Treasury obligations; bonds, debentures, notes, or other evidence of indebtedness issued or guaranteed by federal agencies or U.S. government instrumentalities, which are federally sponsored; direct security repurchase agreements of any federal book entry only securities guaranteed by the U.S. government; time certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana; certain mutual or trust fund institutions; certain guaranteed investment contracts; and investment grade commercial paper of domestic U.S. corporations. In addition, the Clerk may invest in the Louisiana Asset Management Pool, Inc. (LAMP), a non-profit corporation organized under the laws of the State of Louisiana.

It is the Clerk's policy to invest in certificates of deposit and LAMP. Investments are stated at fair value based on quoted market prices.

Capital Assets:

Capital assets consist of office furniture and equipment, intangible software and office improvements. Capital assets are reported in the government-wide financial statements and are valued at historical cost, estimated cost or fair value if donated. The Clerk maintains a threshold level of \$2,500 or more for capitalizing purchased assets and \$10,000 or more for intangible assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized. Office furniture, equipment and improvements are depreciated using the straight-line method over the useful life. Intangible assets are amortized using the straight-line method over the useful life.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Capital Assets: (Continued)

Useful lives of capital assets are as follows:

Office furniture and equipment	2-10 years
Office improvements	15-25 years
Intangible software	3-7 years

In the fund financial statements, capital assets used in operations are accounted for as capital outlay expenditures.

Deferred Outflows and Inflows of Resources:

*Deferred outflows of resources* represent a consumption of net assets that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until that future time.

*Deferred inflows of resources* represent an acquisition of net assets that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that future time.

Compensated Absences:

The Clerk provides paid time off (PTO) to regular full-time employees. The amount of PTO received each year depends on hours worked and years of service with the Clerk's office and is calculated based on the employee benefit year. At the end of each year, unused PTO can be rolled forward into a "sick bank". The maximum accumulated sick bank time is 210 hours. Unused sick bank hours are not paid to employees upon separation of service.

Amounts of vested or accumulated paid time off that are not expected to be liquidated with expendable available financial resources are reported as a liability in the Statement of Net Position. There was no liability reported as of June 30, 2022.

Fund Balance:

The Clerk has the highest level of decision-making authority for her agency and can establish, modify, or rescind a fund balance commitment. For assigned fund balance, the Clerk authorizes management to assign amounts for specific purpose. For the governmental fund financial statements, fund balance is classified in the following components:

- *Non-spendable* includes fund balance amounts that cannot be spent either because it is in non-spendable form or because of legal or contractual constraints.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Fund Balance: (Continued)

- *Restricted* includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers (such as grantors, bondholders, and higher levels of government) or amounts constrained due to constitutional provisions or enabling legislation.
- *Committed* includes fund balance amounts that are constrained for specific purposes that are internally imposed by the Clerk. To be reported as *committed*, amounts cannot be used for any other purpose unless the Clerk takes the same highest level action to remove or change the constraint.
- *Assigned* includes fund balance amounts that the Clerk intends to use for specific purposes as determined by the Clerk that are neither considered restricted nor committed.
- *Unassigned* fund balance amounts include the residual amounts of fund balance which do not fall into one of the other components. Positive amounts are reported only in the General Fund.

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

Net Position:

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

- *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 borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- *Restricted net position* consists of restricted assets and deferred outflows of resources reduced by liabilities and deferred inflows of resources related to those assets where constraints are placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Net Position: (Continued)

- *Unrestricted net position* is the net amount of assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

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

Unearned Revenue:

Unearned revenues are a liability that represents amounts received, but not earned. Unearned revenue consists of fees for services collected in advance.

Advance Deposits Held:

Advance deposits held represents funds held on behalf of outside parties to be paid to other governments, and/or other agencies as dictated by law or by the court.

Pension Plans:

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 the Louisiana Clerks' of Court Retirement and Relief Fund (LCCRRF) and changes in LCCRRF's fiduciary net position have been determined on the same basis as they are reported by LCCRRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Prepaid Expenses:

Prepaid expenses are recorded in the year that the expenditure is accrued using the consumption method.

Use of Estimates:

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

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Operating transfers in/out:

Operating transfers in/out represents the court fees earned by the advance deposit fund that are transferred to the general fund-to-fund operations of the Clerk.

2. CASH, CASH EQUIVALENTS, AND INVESTMENTS:

Cash and Cash Equivalents:

At June 30, 2022, the Clerk had cash and cash equivalents as follows:

	Governmental Funds			Fiduciary Fund
	General Fund	Advance Deposit Fund	Total	
Petty cash	\$ 4,451	\$ -	\$ 4,451	\$ -
Interest bearing deposits	2,935,908	5,337,846	8,273,754	10,882,495
LAMP - pooled account	700,000	1,450,000	2,150,000	-
 Total cash and cash equivalents	 \$ 3,640,359	 \$ 6,787,846	 \$ 10,428,205	 \$ 10,882,495

Custodial credit risk is the risk that, in the event of bank failure, the Clerk's deposits might not be recovered. At June 30, 2022, the Clerk had \$19,567,775 in deposits (collective bank balances), which included \$8,685,280 in interest bearing bank accounts within the Governmental Funds (General and Advance Deposit funds), and \$10,882,495 in interest bearing bank accounts within the Fiduciary Fund. Under state law, deposits within a bank must be secured by federal deposit insurance or the pledged securities in joint custody. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. All deposits were fully insured or collateralized.

Louisiana Asset Management Pool, Inc. (LAMP):

LAMP is a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets.

The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955.

ST. TAMMANY PARISH CLERK OF COURT  
 NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

2. CASH, CASH EQUIVALENTS, AND INVESTMENTS: (Continued)

Louisiana Asset Management Pool, Inc. (LAMP): (Continued)

LAMP is a money market-like investment pool. The following facts are relevant for money market-like investments pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor’s.
- Custodial credit risk: LAMP participants’ investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity’s investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5% disclosure requirement.
- Interest rate risk: Money market-like investment pools are excluded from this disclosure requirement, per paragraph 15 of GASB Statement No. 40.
- Foreign currency risk: Not applicable to money market-like pools.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 141 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company. The LAMP administrative office can be reached at 800-249-5267 for any questions.

Investments:

As of June 30, 2022, the Clerk had investments in certificates of deposit with original maturity dates over 90 days as follows:

	<u>General Fund</u>	<u>Advance Deposit Fund</u>	<u>Total</u>
Certificates of deposit	<u>\$ 2,400,000</u>	<u>\$ 3,100,000</u>	<u>\$ 5,500,000</u>

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

2. CASH, CASH EQUIVALENTS, AND INVESTMENTS: (Continued)

Investments: (Continued)

The Clerk categorizes the fair value measurements of its investments based on the hierarchy established by GASB Statement No. 72, *Fair Value Measurement and Application*. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. Level 1 inputs are quoted prices in active markets for identical assets. Level 2 inputs are significant other observable inputs. Level 3 are significant unobservable inputs. All of the Clerk's investments are measured using Level 1 inputs.

Custodial Credit Risk:

Custodial credit risk is the risk that in the event of the failure of the counterparty, the Clerk will not be able to recover the value of its investments that are in the possession of an outside party. At June 30, 2022, certificates of deposit with original maturity dates greater than 90 days totaled \$2,400,000 for the General Fund and \$3,100,000 for the Advance Deposit Fund. These balances were fully secured by federal deposit insurance and pledged securities held by the custodial bank in joint custody as of June 30, 2022. The Clerk has no policy on custodial credit risk.

Interest Rate Risk:

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Clerk has no policy on interest rate risk. At June 30, 2022, certificates of deposit maturing in less than one year totaled \$5,250,000 and certificates of deposit maturing within one to five years totaled \$250,000.

Concentration of Credit Risk:

Concentration of credit risk relates to the amount of investments in any one entity. At June 30, 2022, the Clerk held investments in six issuers which exceeded 5% of total investments. Investments in the LAMP account, which is a pooled account, are excluded from the 5% rule. The Clerk has no policy on concentration of credit risk.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

3. CAPITAL ASSETS:

The following is a summary of changes in capital assets during the period July 1, 2021 to June 30, 2022.

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022
Capital assets being depreciated/amortized:				
Computers, furniture and equipment	\$ 1,461,233	\$ 28,125	\$ -	\$ 1,489,358
Office improvements	113,772	-	-	113,772
Intangible - software	63,480	-	-	63,480
Total capital assets being depreciated/amortized	1,638,485	28,125	-	1,666,610
Less: accumulated depreciation/amortization	(915,939)	(167,034)	-	(1,082,973)
Net capital assets	<u>\$ 722,546</u>	<u>\$ (138,909)</u>	<u>\$ -</u>	<u>\$ 583,637</u>

Depreciation and amortization expense in the amount of \$167,034 for the year ended June 30, 2022 was charged to the following governmental functions/programs:

Administration	\$ 29,218
Recording and filings	30,962
Mortgage certificates	4,916
Civil suits and probates	63,948
Criminal suits and minutes	35,034
Elections	2,956
	<u>\$ 167,034</u>

4. LONG-TERM OBLIGATIONS:

A summary of long-term obligations is as follows:

	Balance July 1, 2021	Net Increase (Decrease)	Balance June 30, 2022	Due Within One Year
Other postemployment benefits	\$ 22,508,948	\$ (6,312,130)	\$ 16,196,818	\$ -
Net pension liability	13,615,517	(5,658,446)	7,957,071	-
Finance lease payable	475,336	(199,321)	276,015	205,889
	<u>\$ 36,599,801</u>	<u>\$ (12,169,897)</u>	<u>\$ 24,429,904</u>	<u>\$ 205,889</u>

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

5. RISK MANAGEMENT:

The Clerk is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk, along with other Clerks of Court in the State of Louisiana, is a member of the Louisiana Association of Clerks of Court Risk Management Agency (LACCRM). LACCRM is a public entity risk pool currently operating as a common risk management and insurance program for the members of the Clerks of Court. The Clerks pay an annual premium to LACCRM for their general insurance coverage. The Articles of Association of the LACCRM provide that LACCRM will be self-sustaining through member premiums. The LACCRM pays claims, in excess of the Clerk's deductible of \$3,750, up to a maximum limit of \$1,000,000 for each insured event. No settlements exceeded insurance coverage for each of the past three fiscal years. For the year ended June 30, 2022, the Clerk's general risk insurance expenditure totaled \$72,328.

From time to time, the Clerk is involved as a defendant in actual or threatened litigation, which is not covered by insurance. At June 30, 2022, there were no pending or threatened claims, which, in the opinion of the Clerk's legal advisors, would have a material adverse effect on the financial statements, should such claims be settled in favor of the plaintiffs.

6. PENSION PLAN:

Plan Description:

Substantially all employees of the Clerk are provided with pensions through a cost-sharing multiple-employer defined benefit pension plan administered by the Louisiana Clerk of Court Retirement and Relief Fund (LCCRRF).

LCCRRF was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. Title 11:1501 for eligible employees of the clerk of the Supreme Court, each of the parish 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 LCCRRF, and the Louisiana Clerks' of Court Association. 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 LCCRRF in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

LCCRRF issues an annual publicly available financial report that includes financial statements and required supplementary information for LCCRRF. That report may be obtained on the Louisiana Clerks' of Court Retirement and Relief Fund website: [www.laclerksofcourt.org](http://www.laclerksofcourt.org).

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

6. PENSION PLAN: (Continued)

Benefits Provided:

A member or former member shall be eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 years (age 60 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, is equal to 3% percent of the member's monthly average final compensation multiplied by the number of years of credited service, not to exceed 100% of the monthly average final compensation. The retirement benefit accrual rate is increased to 3 $\frac{1}{3}$ % 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 36 consecutive months, with a limit increase of 10% in each of the last three years of measurement. For members hired after July 1, 2006, monthly average final compensation is based on the highest compensated 60 consecutive months, or successive joined months if service was interrupted, with a limit increase of 10% 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.

Disability Benefits:

Disability benefits are awarded to active members who are totally and permanently disabled as a result of injuries sustained in the line of duty or to active members with 10 or more years of credible service who are totally disabled due to any cause. A member who is officially certified as totally or permanently disabled by the State Medical Disability Board will be paid monthly disability retirement benefits equal to the greater of forty percent of their monthly average final compensation or 75% of their monthly regular retirement benefit computed as per R.S. 11:1521 (C).

Survivor Benefits:

Upon the death of any active contributing member with less than five years of credited service, his/her accumulated contributions are paid to his/her designated beneficiary. Upon the death of any active contributing member with five or more years of credited service, automatic option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with option factors used as if the member had continued in service to earliest normal retirement age. Benefit payments are to commence on the date a member would have first become eligible for normal retirement assuming continued service until that time. In lieu of a deferred survivor benefit, the surviving spouse may elect benefits payable immediately with benefits reduced  $\frac{1}{4}$  of 1% for each month by which payments commence in advance of member's earliest normal retirement age. If a member has no surviving spouse, the surviving minor

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

6. PENSION PLAN: (Continued)

Survivor Benefits: (Continued)

children under 18 or disabled children shall be paid ½ of the member's accrued retirement benefit in equal shares. Upon the death of any former member with less than 12 years of service, the designated beneficiary may receive his/her accumulated contributions. Upon the death of any former member with 12 or more years of service, automatic option 2 benefits are payable to the surviving spouse with payments to commence on the member's retirement eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

Deferred Retirement Option Plan (DROP):

In lieu of terminating employment and accepting a service retirement allowance, any member of the Fund who is eligible for a service retirement allowance may elect to participate in the Deferred Retirement Option Plan (DROP) for up to 36 months and defer the receipt of benefits. Upon commencement of participation in the plan, active membership in the Fund terminates and the participant's contributions cease; however, employer contributions continue. Compensation and creditable service remain as they existed on the effective date of commencement of participation in the plan. The monthly retirement benefits that would have been payable, had the member elected to cease employment and receive a service retirement allowance, are paid into the DROP account. Upon termination of employment at the end of the specified period of participation, a participant in the program may receive, at his option, a lump sum payment from the DROP account equal to the payments to the account or a true annuity based upon his account (subject to approval by the Board of Trustees). In addition, the member receives the monthly benefits that were paid into the DROP fund during his period of participation.

If employment is not terminated at the end of the participation period, payments into the account cease and the member resumes active contributing membership in the Fund. Interest is paid on DROP account balances for members who complete their DROP participation but do not terminate employment. The interest earnings are based on the actual rate of return on funds in such accounts. These interest accruals cease upon termination of employment.

Upon termination, the member receives a lump-sum payment from the DROP fund equal to the payments made to that fund on his behalf or a true annuity based in his account (subject to approval by the Board of Trustees). The monthly benefit payments that were being paid into the DROP fund are paid to the retiree and an additional benefit based on his additional service rendered since termination of DROP participation is calculated using the normal method of benefit computation. Prior to January 1, 2011, the average compensation used to calculate the additional benefit is that used to calculate the original benefit unless his period of additional service is at least

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

6. PENSION PLAN: (Continued)

Deferred Retirement Option Plan (DROP): (Continued)

36 months. Effective January 1, 2011, the average compensation for members whose additional service is less than 36 months is equal to the lesser amount used to calculate his original benefit or the compensation earned in the period of additional service divided by the number of months of additional service. For former DROP participants who retire after December 30, 2010, the period used to determine final average compensation for post-DROP service is 36 months plus the number of whole months elapsed from January 1, 2011 to the date of DROP entry. In no event can the entire monthly benefit amount paid to the retiree exceed 100% of the average compensation used to compute the additional benefit. If a participant dies during the period of participation in the program, a lump sum payment equal to his account balance is paid to his named beneficiary or, if none, to his estate.

Cost-of-Living Adjustments (COLAs):

The Board of Trustees is authorized to grant retired members and widows of members who have been retired for at least one full calendar year an annual cost of 2.5% of their benefit (not to exceed \$40 per month), and all retired members and widows who are 65 years of age or older a 2% increase in their original benefit (or their benefit as of October 1, 1977, if they retired prior to that time). In order to grant the 2.5% COLA, the increase in the consumer price index must have exceeded 3% since the last COLA granted. In order for the Board to grant either of these increases, the Fund must meet certain other criteria as detailed in the Louisiana statute relating to funding status. In lieu of granting the above cost of living increases, Louisiana statutes allow the Board to grant a cost-of-living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost of living amount which cannot exceed \$1.

Contributions:

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended June 30, 2022, the actual employer contribution rate was 22.25%. For the year ended June 30, 2021, the actuarially determined employer contribution rate was 21.28%. The actual rate differs from the actuarially required rate due to state statutes that require the contribution rate be calculated and set two years prior to the year effective.

In accordance with state statute, LCCRRF 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 entities, but are not considered special funding situations. For the year ended June 30, 2022, the Clerk recognized revenue from non-employer contributing entities in the amount of \$719,674 on the Statement of Activities.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

6. PENSION PLAN: (Continued)

Schedule of Employer Allocations:

The schedule of employer allocations reports the historical employer contributions in addition to the employer allocation percentage. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of LCCRRF. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The resulting allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on each employer's contributions to the Fund during the fiscal year ended June 30, 2021, as compared to the total of all employers' contributions received by the Fund during the fiscal year ended June 30, 2021.

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

At June 30, 2022, the Clerk reported a liability of \$7,957,071 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's proportion of the measured net pension liability was based the Clerk's share of actual contributions to the pension plan relative to the actual contributions of all participating employers. At the June 30, 2021 measurement date, the Clerk's proportion was 5.982%, which was an increase of 0.323% from its proportion measured as of June 30, 2020.

For the year ended June 30, 2022, the Clerk recognized pension expense of \$476,172. At June 30, 2022, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 221,829	\$ 133,509
Changes of assumptions	1,717,814	-
Net difference between projected and actual earnings on pension plan investments	-	3,519,513
Changes in proportion and differences between employer contributions and proportionate share of contributions	590,709	156,361
Employer contributions subsequent to the measurement date	1,295,053	-
Total	<u>\$ 3,825,405</u>	<u>\$ 3,809,383</u>

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

6. PENSION PLAN: (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: (Continued)

Deferred outflows of resources of \$1,295,053 related to pensions resulting from the Clerk’s contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension (benefit) expense as follows:

Year ending June 30:	
2023	\$ 293,080
2024	(100,696)
2025	(323,089)
2026	(1,148,326)
	<u>\$ (1,279,031)</u>

Actuarial Assumptions:

The total pension liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.55%, net of investment expense
Inflation	2.40%
Salary Increases	6.20% (1-5 years of service) 5.00% (5 or more years of service)
Date of Experience Study	July 1, 2014 - June 30, 2019
Mortality Rates	Pub- 2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 improvement scale
Expected Remaining Service Lives	5 years for 2017 through 2021
Cost-of-Living Adjustment	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 do 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 2021 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for 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.

ST. TAMMANY PARISH CLERK OF COURT  
 NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

6. PENSION PLAN: (Continued)

Actuarial Assumptions: (Continued)

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 System'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 values approximating the appropriate generational mortality tables used.

The long-term expected real 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 investment 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 6.18% as of June 30, 2021. The best estimates of geometric real rates of return for each major asset class included in LCCRRF's target asset allocation as of June 30, 2021 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income:		
Domestic Bonds	25.00%	2.50%
International Bonds	38.00%	3.50%
Domestic Equity	22.00%	7.50%
International Equity	15.00%	8.50%
Real Estate	4.50%	4.50%
	100.00%	

Discount Rate:

The discount rate used to measure the total pension liability was 6.55%. The projection of 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 System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments 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.

ST. TAMMANY PARISH CLERK OF COURT  
 NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

6. PENSION PLAN: (Continued)

Sensitivity of the Clerk’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate:

The following presents the Clerk’s proportionate share of the net pension liability of LCCRRF as of June 30, 2021 using the discount rate of 6.55%, as well as what the Clerk’s proportionate share of the 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:

	Change in Discount Rate		
	1.0% Decrease	Current Discount Rate	1.0% Increase
	5.55%	6.55%	7.55%
Net Pension Liability	\$ 14,026,058	\$ 7,957,071	\$ 2,844,954

Pension Plan Fiduciary Net Position:

Detailed information about the pension plan’s fiduciary net position is available in the separately issued financial report for Louisiana Clerks’ of Court Retirement and Relief Fund and can be obtained on LCCRRF’s respective website: [www.laclerksofcourt.org](http://www.laclerksofcourt.org) or on the Louisiana Legislative Auditor’s website: [www.la.gov](http://www.la.gov).

Payables to the Pension Plan:

As of June 30, 2022, the Clerk had no outstanding amount of contributions payable to LCCRRF.

7. OTHER POSTEMPLOYMENT BENEFITS (OPEB):

Plan Description:

The St. Tammany Parish Clerk of Court (the Clerk) provides certain continuing health care and life insurance benefits for its retired employees. The St. Tammany 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 and/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 of the Governmental Accounting Standards Board (GASB).

ST. TAMMANY PARISH CLERK OF COURT  
 NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

7. OTHER POSTEMPLOYMENT BENEFITS (OPEB): (Continued)

Benefits Provided:

Medical, dental, and life insurance benefits are provided through comprehensive plans 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: Attainment of age 55 and 12 years of service; or, attainment of age 60 and 12 years of service for employees hired on and after January 1, 2011. Employees hired on and after January 1, 2011 are not able to retire or enter DROP until age 60 without actuarial reduction in benefits.

Employees covered by benefit terms:

At the measurement date of June 30, 2022, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefit payments	78
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	127
Total	205

Contributions:

The Clerk pays the cost of the retiree coverage, less the portion paid by the retiree, as those premiums come due each year. During the fiscal year ended June 30, 2022, the Clerk paid \$417,713 for retiree insurance premiums.

Actuarial Methods and Assumptions:

The OPEB total liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate	3.54%, annually
Salary Increases	3.0%, including inflation
Inflation	3.0%
Healthcare Cost Trend Rate	5.50% annually until year 2032, then 4.5%
Mortality	SOA RP-2014 Table

The discount rate was based on the Bond Buyers' 20 Year General Obligation Municipal Bond Index on the applicable measurement dates.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

7. OTHER POSTEMPLOYMENT BENEFITS (OPEB): (Continued)

Actuarial Methods and Assumptions: (Continued)

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2022.

Changes in the Total OPEB Liability:

	<u>Total OPEB Liability</u>
Balance at June 30, 2021	<u>\$ 22,508,948</u>
Changes for the year:	
Service Cost	773,535
Interest	494,547
Differences between expected and actual experience	(2,558,297)
Changes in assumptions	(4,516,611)
Benefit payments and net transfers	<u>(505,304)</u>
Net changes	<u>(6,312,130)</u>
Balance at June 30, 2022	<u><u>\$ 16,196,818</u></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-point lower (2.54%) or 1-percentage-point-higher (4.54%) than the current discount rate:

	<u>1.0% Decrease (2.54%)</u>	<u>Current Discount Rate (3.54%)</u>	<u>1.0% Increase (4.54%)</u>
Total OPEB Liability	<u>\$ 19,037,952</u>	<u>\$ 16,196,818</u>	<u>\$ 13,929,842</u>

Sensitivity of the Total OPEB Liability to Changes in Healthcare Cost Trend Rates:

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 healthcare cost trend rates that are 1-percentage-point-lower (4.5%) or 1-percentage-point-higher (6.5%) than the current healthcare cost trend rates:

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

7. OTHER POSTEMPLOYMENT BENEFITS (OPEB): (Continued)

Sensitivity of the Total OPEB Liability to Changes in Healthcare Cost Trend Rates: (Continued)

	1.0% Decrease (4.5%)	Healthcare Cost Trend Rates (5.5%)	1.0% Increase (6.5%)
Total OPEB Liability	\$ 14,197,172	\$ 16,196,818	\$ 18,706,028

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB:

The Clerk's total OPEB liability is \$16,196,818 as of the June 30, 2022 measurement date.

For the year ended June 30, 2022, the Clerk recognized OPEB expense of \$990,281. As of June 30, 2022, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 531,451	\$ 2,946,508
Changes in assumptions	4,433,286	4,064,950
Total	\$ 4,964,737	\$ 7,011,458

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

Year Ending <u>June 30</u>		
2023	\$	(277,798)
2024		(277,798)
2025		(277,798)
2026		(277,798)
2027		(277,798)
Thereafter		(657,731)
Total	\$	(2,046,721)

Payables to the OPEB Plan:

As of June 30, 2022, the Clerk had no outstanding payable to the OPEB plan.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

8. DEFERRED COMPENSATION PLAN:

Certain employees of the Clerk participate in the Louisiana Public Employees Deferred Compensation Plan (the Plan) adopted under the provisions of the Internal Revenue Code Section 457. The Clerk's office matches the employee's contribution as follows:

<u>Years of Service</u>	<u>Maximum Employer Matching</u>
0-4	up to 5% of annual salary
5-9	up to 8.5% of annual salary
10 and greater	up to 12.0% of annual salary

Complete disclosures related to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana, 70804-9397. Total deferred compensation expenditure at June 30, 2022 was \$243,848.

9. LEASES:

Financed Purchase Lease:

The Clerk leases computer equipment under a three-year agreement recorded as a financed purchase lease. As of June 30, 2022, obligations under the financed purchase lease agreement are recorded at the present value of future minimum lease payments, with an interest rate of 3.25%. The financed lease terms extend through October 1, 2023. Future minimum payments on obligations under the financed lease agreement are as follows:

<u>Year Ending</u>	<u>Lease</u>
2023	211,804
2024	70,601
Total future minimum payments	282,405
Less: interest component of future minimum payments	(6,390)
Net lease obligations	<u>\$ 276,015</u>

Assets acquired through the financed lease are as follows:

Computer equipment	\$ 604,673
Less: accumulated depreciation	(211,804)
Total	<u>\$ 392,869</u>

Other Equipment Leases:

The Clerk leases various office equipment on a month-to-month basis. Total rental expenditures under these leases totaled \$72,111 for the year ended June 30, 2022.

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022

10. DEFICIT NET POSITION:

The Clerk reported a deficit unrestricted net position of \$19,343,373 as of June 30, 2022. This deficit is due to the recording of net pension liability and other postemployment benefits on the government-wide financial statements.

11. NEW ACCOUNTING PRONOUNCEMENT:

On July 1, 2021, the Clerk implemented Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. GASB Statement No. 87, *Leases* was issued in June 2017 and is effective for fiscal years beginning after June 15, 2021. This statement outlines a single model for certain leases based on the foundational principle that leases are financings of the right to use an underlying asset. Other than short term leases, under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The Clerk has analyzed the provisions of GASB Statement No. 87, *Leases*, and has concluded that there are no leasing arrangements which qualify for adjustment or disclosure under the new statement upon implementation. Therefore, no restatement of prior periods or cumulative effect adjustment was recorded in the year of adoption.

ST. TAMMANY PARISH CLERK OF COURT  
 REQUIRED SUPPLEMENTARY INFORMATION  
 BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>REVENUES:</b>				
Fees, charges, and commissions for services:				
Court costs, fees, and charges *	\$ 4,285,561	\$ 4,164,716	\$ 142,058	\$ (4,022,658)
Fees for recording legal documents	7,967,866	6,997,860	6,943,253	(54,607)
Fees for other services	104,785	171,672	186,194	14,522
Fees for certified copies	121,417	139,369	140,406	1,037
Fees for on-line public access	769,982	801,093	508,510	(292,583)
Interest income	39,025	14,908	20,560	5,652
Other	118,570	97,500	60,648	(36,852)
Total revenues	<u>13,407,206</u>	<u>12,387,118</u>	<u>8,001,629</u>	<u>(4,385,489)</u>
<b>EXPENDITURES:</b>				
Current:				
Administration	346,882	360,223	377,412	(17,189)
Recordings and filings	1,684,215	1,671,559	1,611,150	60,409
Mortgage certificates	885,548	418,672	389,603	29,069
Civil suits and probates	4,403,808	3,795,434	3,976,063	(180,629)
Criminal suits and minutes	2,738,280	2,226,383	2,140,836	85,547
Elections	236,081	248,502	242,032	6,470
Information technology	459,772	439,264	546,573	(107,309)
Finance	732,009	952,485	942,880	9,605
Human resources	322,835	295,575	302,346	(6,771)
Records management	460,877	636,619	626,742	9,877
Purchasing	89,310	75,418	73,794	1,624
Slidell	244,448	232,981	231,173	1,808
Retirees	526,630	466,112	422,547	43,565
Capital outlay	276,511	567,891	28,125	539,766
Debt service - finance lease	-	-	211,805	(211,805)
Total expenditures	<u>13,407,206</u>	<u>12,387,118</u>	<u>12,123,081</u>	<u>264,037</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>(4,121,452)</u>	<u>(4,121,452)</u>
Other financing sources:				
Operating transfers In *	-	-	4,434,959	4,434,959
Total other financing sources	<u>-</u>	<u>-</u>	<u>4,434,959</u>	<u>4,434,959</u>
Net change in fund balance	-	-	313,507	313,507
FUND BALANCE, BEGINNING	<u>6,527,708</u>	<u>6,527,708</u>	<u>6,527,708</u>	<u>6,527,708</u>
FUND BALANCE, ENDING	<u>\$ 6,527,708</u>	<u>\$ 6,527,708</u>	<u>\$ 6,841,215</u>	<u>\$ 6,841,215</u>

\* Court cost, fees and charges received from the Advance Deposit Fund was budgeted as revenues within the General Fund and reported as transfers in from the Advance Deposit Fund.

ST. TAMMANY PARISH CLERK OF COURT  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF CHANGES IN OTHER POSTEMPLOYMENT  
 BENEFITS LIABILITY AND RELATED RATIOS  
FOR THE FIVE YEARS ENDED JUNE 30, 2022

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB liability:					
Service cost	\$ 773,535	\$ 759,345	\$ 935,231	\$ 676,683	\$ 662,748
Interest	494,547	471,023	533,993	491,410	486,112
Changes in benefit terms	-	-	-	-	-
Differences between expected and actual experience	(2,558,297)	371,220	(383,905)	290,439	(482,855)
Changes in assumptions	(4,516,611)	187,532	5,261,591	300,287	-
Benefit payments	(505,304)	(213,778)	(202,633)	(206,001)	(195,262)
Net change in total OPEB liability	<u>(6,312,130)</u>	<u>1,575,342</u>	<u>6,144,277</u>	<u>1,552,818</u>	<u>470,743</u>
Total OPEB liability - beginning	22,508,948	20,933,606	14,789,329	13,236,511	12,765,768
Total OPEB liability - ending	<u>\$ 16,196,818</u>	<u>\$ 22,508,948</u>	<u>\$ 20,933,606</u>	<u>\$ 14,789,329</u>	<u>\$ 13,236,511</u>
Covered-employee payroll	\$ 5,561,974	\$ 5,854,848	\$ 5,684,318	\$ 5,879,642	\$ 5,708,390
Total OPEB liability as a percentage of covered-employee payroll	291.21%	384.45%	368.27%	251.53%	231.88%

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

ST. TAMMANY PARISH CLERK OF COURT  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF THE CLERK'S PROPORTIONATE SHARE OF  
 NET PENSION LIABILITY  
FOR THE EIGHT YEARS ENDED JUNE 30, 2022

Fiscal Year	Employer's Proportion of the Net Pension Liability	Employer's Proportionate Share of the Net Pension Liability	Employer's Covered- Employee Payroll	Employer's Proportionate Share of the Net Pension Liability as a % of its Covered- Employee Payroll	Plan Fiduciary Net Position as a % of the Total Pension Liability
6/30/22	5.981688%	\$ 7,957,071	\$ 6,042,215	131.69%	85.40%
6/30/21	5.659301%	\$ 13,615,517	\$ 5,615,188	242.48%	72.09%
6/30/20	5.642385%	\$ 10,246,527	\$ 5,463,336	187.55%	77.93%
6/30/19	5.908086%	\$ 9,826,924	\$ 5,492,342	178.92%	79.07%
6/30/18	5.404588%	\$ 8,176,785	\$ 4,871,547	167.85%	79.69%
6/30/17	5.532757%	\$ 10,235,458	\$ 5,041,284	203.03%	74.17%
6/30/16	5.696949%	\$ 8,545,603	\$ 5,030,343	169.88%	78.13%
6/30/15	5.575037%	\$ 7,756,454	\$ 4,894,769	158.46%	79.37%

The amounts presented above have a measurement date of the previous fiscal year.

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

ST. TAMMANY PARISH CLERK OF COURT  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF CONTRIBUTIONS TO THE  
 LOUISIANA CLERKS' OF COURT RETIREMENT AND RELIEF FUND  
FOR THE EIGHT YEARS ENDED JUNE 30, 2022

Fiscal Year	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered- Employee Payroll	Contributions as a Percentage of Covered- Employee Payroll
6/30/22	\$ 1,295,053	\$ 1,295,053	\$ -	\$ 5,820,461	22.25%
6/30/21	\$ 1,268,865	\$ 1,268,865	\$ -	\$ 6,042,215	21.00%
6/30/20	\$ 1,066,886	\$ 1,066,886	\$ -	\$ 5,615,188	19.00%
6/30/19	\$ 1,038,034	\$ 1,038,034	\$ -	\$ 5,463,336	19.00%
6/30/18	\$ 1,043,545	\$ 1,043,545	\$ -	\$ 5,492,342	19.00%
6/30/17	\$ 925,594	\$ 925,594	\$ -	\$ 4,871,547	19.00%
6/30/16	\$ 957,844	\$ 957,844	\$ -	\$ 5,041,284	19.00%
6/30/15	\$ 955,765	\$ 978,995	\$ (23,230)	\$ 5,030,343	19.46%

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

ST. TAMMANY PARISH CLERK OF COURT  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2022

1. BUDGETARY BASIS OF ACCOUNTING:

The General Fund budgetary comparison schedule has been presented on the modified accrual basis of accounting, which is consistent with the accounting principles generally accepted in the United States of America.

2. OTHER POSTEMPLOYMENT BENEFITS (OPEB):

The actuarial methods and assumptions used to calculate the total OPEB liability are described in Note 7 to the financial statements. No assets are accumulated in a trust that meets the criteria in GASB Statement No. 75, paragraph 4.

Changes in Assumptions:

	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>
Discount Rate	3.54%	2.16%	2.21%	3.50%	3.62%
Mortality	RP-2014	RP-2014	RP-2014	RP-2000	RP-2000
Trend	4.5% to 5.5%	4.5% to 5.5%	4.5% to 5.5%	5.50%	5.50%

Changes in Benefit Terms:

There were no changes to benefit terms during the years presented.

3. PENSION:

Changes in Benefit Terms:

There were no changes to benefit terms during the years presented.

Changes of Assumptions:

Valuation Date	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
Investment Rate of Return	6.55%	6.75%	6.75%	6.75%
Inflation Rate	2.40%	2.50%	2.50%	2.50%
Salary Increases				
1-5 Years of Service	6.20%	6.20%	5.00%	5.00%
Above 5 Years of Service	5.00%	5.00%	5.00%	5.00%
Mortality Rate Non-Disabled	Pub-2010 Public Retirement Plans Mortality Tables	Pub-2010 Public Retirement Plans Mortality Tables	RP2000 Tables	RP2000 Tables
Mortality Rate Disabled	Pub-2010 Public Retirement Plans Mortality Tables	Pub-2010 Public Retirement Plans Mortality Tables	RP2000 Tables	RP2000 Tables

ST. TAMMANY PARISH CLERK OF COURT  
 NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2022

3. PENSION: (Continued)

Changes of Assumptions: (Continued)

Valuation Date	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Investment Rate of Return	7.00%	7.00%	7.00%	7.25%
Inflation Rate	2.50%	2.50%	2.50%	2.75%
Salary Increases				
1-5 Years of Service	5.00%	5.00%	5.00%	5.75%
Above 5 Years of Service	5.00%	5.00%	5.00%	5.75%
Mortality Rate Non-Disabled	RP2000 Tables	RP2000 Tables	RP2000 Tables	RP2000 Tables
Mortality Rate Disabled	RP2000 Tables	RP2000 Tables	RP2000 Tables	RP2000 Tables

ST. TAMMANY PARISH CLERK OF COURT  
 OTHER SUPPLEMENTARY INFORMATION  
 GOVERNMENTAL FUNDS SCHEDULE OF REVENUES  
FOR THE YEAR ENDED JUNE 30, 2022

COURT COSTS, FEES, AND CHARGES:

Advance deposit	\$ 4,024,881
Criminal cost	410,078
Non-support	97,744
Court attendance	41,580
SE legal service costs	2,734
Total court costs, fees, and charges	4,577,017

RECORDING LEGAL DOCUMENTS:

Recording	5,905,533
Portal fees	136,983
Cancellations	747,532
Certificates	25,371
UCC fees	107,396
Parish council costs	20,438
Total recording legal documents	6,943,253

FEES FOR OTHER SERVICES:

Birth certificates	98,620
Marriage licenses	27,944
Passports	59,630
	186,194

FEES FOR ON-LINE PUBLIC ACCESS

508,510

CERTIFIED COPIES

140,406

INTEREST INCOME

20,560

OTHER REVENUE:

Other	60,648
Total other revenue	60,648

TOTAL REVENUE

\$ 12,436,588

ST. TAMMANY PARISH CLERK OF COURT  
OTHER SUPPLEMENTARY INFORMATION  
GOVERNMENTAL FUNDS SCHEDULE OF EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2022

ADMINISTRATION:

Personnel services	\$ 253,343
Operating services	90,863
Materials and supplies	17,074
Seminars and conventions	16,132
Total administration	377,412

RECORDING AND FILINGS:

Personnel services	1,451,743
Operating services	113,736
Materials and supplies	33,051
Seminars and conventions	12,620
Total recording and filings	1,611,150

MORTGAGE CERTIFICATES:

Personnel services	315,590
Operating services	62,485
Materials and supplies	9,891
Seminars and conventions	1,637
Total mortgage certificates	389,603

CIVIL SUITS AND PROBATES:

Covington:	
Personnel services	3,294,216
Operating services	558,838
Materials and supplies	112,030
Seminars and conventions	10,979
Total Covington Office	3,976,063
Slidell:	
Personnel services	211,903
Operating services	11,947
Materials and supplies	6,730
Seminars and conventions	593
Total Slidell office	231,173
Total civil suits and probates	4,207,236

(Continued)

ST. TAMMANY PARISH CLERK OF COURT  
 OTHER SUPPLEMENTARY INFORMATION  
 GOVERNMENTAL FUNDS SCHEDULE OF EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2022

CRIMINAL SUITS AND MINUTES:

Personnel services	\$ 1,840,269
Operating services	195,794
Material and supplies	93,752
Seminars and conventions	11,021
Total criminal suits and minutes	2,140,836

ELECTIONS:

Personnel services	217,482
Operating services	27,224
Material and supplies	(10,763)
Seminars and conventions	8,089
Total elections	242,032

INFORMATION TECHNOLOGY:

Personnel services	186,923
Operating services	298,779
Materials and supplies	53,500
Seminars and conventions	7,371
Total information technology	546,573

FINANCE:

Personnel services	833,226
Operating services	83,863
Materials and supplies	20,859
Seminars and conventions	4,932
Total finance	942,880

HUMAN RESOURCES:

Personnel services	258,662
Operating services	20,105
Materials and supplies	15,125
Seminars and conventions	8,454
Total human resources	302,346

(Continued)

ST. TAMMANY PARISH CLERK OF COURT  
 OTHER SUPPLEMENTARY INFORMATION  
 GOVERNMENTAL FUNDS SCHEDULE OF EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2022

RECORDS MANAGEMENT:

Personnel services	\$ 529,868
Operating services	62,593
Materials and supplies	20,584
Seminars and conventions	13,697
Total records management	626,742

PURCHASING:

Personnel services	67,173
Operating services	4,256
Materials and supplies	1,675
Seminars and conventions	690
Total purchasing	73,794

RETIREEES:

Personnel services	422,547
Total retirees	422,547

CAPITAL OUTLAY:

28,125

DEBT SERVICE:

Financed lease principal	199,321
Financed lease interest	12,484
Total debt service	211,805

TOTAL EXPENDITURES

\$ 12,123,081

ST. TAMMANY PARISH CLERK OF COURT  
 OTHER SUPPLEMENTARY INFORMATION  
 SCHEDULE OF COMPENSATION, BENEFITS,  
 AND OTHER PAYMENTS TO THE CLERK OF COURT  
FOR THE YEAR ENDED JUNE 30, 2022

Clerk of Court : Honorable Melissa Henry

Salary	\$ 126,345
Certification pay	8,844
Statutory allowance expense	15,979
Statutory allowance auto expense	15,979
Statutory allowance supplemental pay	24,600
Statutory allowance custodian voting machines	2,400
Benefits - medical, dental, and life insurance	15,367
Benefits - retirement	8,056
Benefits - 457 (b) matching	12,729
Benefits - health savings account employer contribution	2,495
Reimbursements	125
Lodging and transportation	10,835
Meals	1,380
Convention seminar registration	3,918
Continuing professional education	776
Total compensation, benefits, and other payments	\$ 249,828

ST. TAMMANY PARISH CLERK OF COURT  
 JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY  
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION

<b>Cash Basis Presentation</b>	First Six Month Period Ended 12/31/2021	Second Six Month Period Ended 6/30/2022
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ 7,955,666	\$ 8,489,459
Add: Collections		
Civil Fees (including refundable amounts such as garnishments or advance deposits)	\$ 3,587,917	\$ 4,041,948
Bond Fees	25,100	42,735
Asset Forfeiture/Sale	-	-
Pre-Trial Diversion Program Fees	-	-
Criminal Court Costs/Fees	-	-
Criminal Fines - Contempt	-	-
Criminal Fines - Other	-	-
Restitution	-	-
Probation/Parole/Supervision Fees	-	-
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	-	-
Interest Earnings on Collected Balances	131	557
Other	-	-
Subtotal Collections	\$ 3,613,148	\$ 4,085,240
Less: Disbursements To Governments & Nonprofits:		
Acadia Parish Sheriff's Office	\$ 29	\$ 17
Allen Parish Sheriff's Office	44	27
Ascension Parish Sheriff's Office	554	340
Avoyelles Parish Sheriff's Office	51	32
Beauregard Parish Sheriff's Office	42	26
Bossier Parish Sheriff's Office	139	85
Caddo Parish Sheriff's Office	327	201
Calcasieu Parish Sheriff's Office	133	82
Caldwell Parish Sheriff's Office	46	28
Catahoula Parish Sheriff's Office	20	12
Concordia Parish Sheriff's Office	38	23
East Baton Rouge Sheriff's Office	47,598	26,060
East Feliciana Parish Sheriff's Office	19	11

ST. TAMMANY PARISH CLERK OF COURT

JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY

AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION

(Continued)

	First Six Month Period Ended 12/31/2021	Second Six Month Period Ended 6/30/2022
Franklin Parish Sheriff's Office	\$ 19	\$ 12
Grant Parish Sheriff's Office	10	6
Iberia Parish Sheriff's Office OPS	133	82
Iberville Parish Sheriff's Office	114	70
Jefferson Davis	26	16
Jefferson Parish Sheriff's Office	18,625	11,415
Lafayette Parish Sheriff's Office	2,358	1,445
Lafourche Parish Sheriff's Office	310	190
LaSalle Parish Sheriff's Office	79	48
Lincoln Parish Sheriff's Office	21	13
Livingston Parish Sheriff's Office	1,416	868
Madison Parish Sheriff's Office	112	68
Orleans Parish Sheriff Office	17,541	10,751
Ouachita Parish Sheriff's Office	480	294
Plaquemines Parish Sheriff's Office	37	23
Pointe Coupee Parish Sheriff's Office	3	2
Rapides Parish Sheriff's Office	252	155
St. John the Baptist Parish Sheriff's Office	239	147
St. Bernard Parish Sheriff's Office	1,761	1,079
St. Charles Parish Sheriff's Office	689	422
St. Helena Parish Sheriff's Office	91	56
St. James Parish Sheriff's Office	135	83
St. Landry Parish Sheriff's Office	98	60
St. Martin Parish Sheriff's Office	53	32
St. Mary Parish Sheriff's Office	143	88
St. Tammany Parish Sheriff's Office	23,099	17,445
Tangipahoa Parish Sheriff's Office	10,641	6,522
Terrebonne Parish Sheriff's Office	317	194
Vermilion Parish Sheriff's Office	69	42
Vernon Parish Sheriff's Office	50	31
Washington Parish Sheriff's Office	4,552	2,790
West Baton Rouge Parish Sheriff's Office	141	87
West Feliciana Parish Sheriff's Office	109	67
Winn Parish Sheriff's Office	19	12

ST. TAMMANY PARISH CLERK OF COURT

JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY

AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION

(Continued)

	First Six Month Period Ended 12/31/2021	Second Six Month Period Ended 6/30/2022
Secretary of State	\$ 20,950	\$ 29,000
Commissioner of Insurance	75	-
Court of Appeal	11,118	5,232
Parish Council	62,544	65,951
Supreme Court	2,835	2,145
Southeast Legal Services	28,921	26,459
Judges Supplemental Compensation Fund	89,644	59,356
Judicial Expense Fund	48,701	42,328
LA Unclaimed Property	49,495	16,392
LA Remote Access Authority	286	205
STP Domestic Violence	2,264	2,112
Supreme Court Judicial College Fund	1,616	1,149
Louisiana Department of Children and Family Services	-	63,562
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	2,016,612	1,794,087
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
Amounts "Self-Disbursed" to Collecting Agency (must include a separate line for each collection type, as applicable) - Example: Criminal Fines - Other (Additional rows may be	-	-
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Stenographers	10,068	4,905
Curators	27,974	38,940
Bank Interest / Service Fee	8,599	8,195
Civil Fee Refunds	535,159	399,740
Bond Fee Refunds	25,100	-
Restitution Payments to Individuals (additional detail is not required)	-	-
Other Disbursements to Individuals (additional detail is not required)	155	46,000
Payments to 3rd Party Collection/Processing Agencies	4,459	-
Subtotal Disbursements/Retainage	\$ 3,079,355	\$ 2,687,316
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	\$ 8,489,459	\$ 9,887,383

ST. TAMMANY PARISH CLERK OF COURT

JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY

AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION

(Continued)

	First Six Month Period Ended 12/31/2021	Second Six Month Period Ended 6/30/2022
Ending Balance of "Partial Payments" Collected but not Disbursed (only applies if collecting agency does not disburse partial payments until fully collected) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.	\$ -	\$ -

Other Information:

Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)	\$ -	\$ -
Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)	\$ -	\$ -



# Duplantier Hrapmann Hogan & Maher, LLP

A.J. Duplantier, Jr., CPA  
(1919-1985)

Felix J. Hrapmann, Jr., CPA  
(1919-1990)

William R. Hogan, Jr., CPA  
(1920-1996)

James Maher, Jr., CPA  
(1921-1999)

Lindsay J. Calub, CPA, LLC  
Guy L. Duplantier, CPA  
Michelle H. Cunningham, CPA  
Dennis W. Dillon, CPA  
Grady C. Lloyd, III CPA

Heather M. Jovanovich, CPA  
Terri L. Kitto, CPA

Robynn P. Beck, CPA  
John P. Butler, CPA  
Jason C. Montegut, CPA  
Paul M. Novak, CPA, AVB, CVA  
Wesley D. Wade, CPA

Michael J. O' Rourke, CPA  
David A. Burgard, CPA  
Clifford J. Giffin, Jr., CPA  
William G. Stamm, CPA

#### New Orleans

1615 Poydras Street,  
Suite 2100  
New Orleans, LA 70112  
Phone: (504) 586-8866  
Fax: (504) 525-5888

#### Northshore

1290 Seventh Street  
Slidell, LA 70458  
Phone: (985) 641-1272  
Fax: (985) 781-6497

#### Houma

247 Corporate Drive  
Houma, LA 70360  
Phone: (985) 868-2630  
Fax: (985) 872-3833

#### Napoleonville

5047 Highway 1  
P.O. Box 830  
Napoleonville, LA 70390  
Phone: (985) 369-6003  
Fax: (985) 369-9941

## INDEPENDENT AUDITOR'S 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*

January 3, 2023

To the Honorable Melissa Henry  
St. Tammany Parish Clerk of Court  
Covington, 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, each major fund, and the aggregate remaining fund information of the St. Tammany Parish Clerk of Court (the Clerk), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements and have issued our report thereon dated January 3, 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 opinions 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.

[www.dhmcpa.com](http://www.dhmcpa.com)

Members  
American Institute of  
Certified Public Accountants  
Society of LA CPAs

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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

As part of obtaining reasonable assurance about whether the Clerk's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, 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*.

### **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 to provide an opinion on the effectiveness of the entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Duplantier, Sharpman, Hogan and Parker, LLP*

New Orleans, Louisiana

ST. TAMMANY PARISH CLERK OF COURT  
SCHEDULE OF FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2022

SECTION I SUMMARY OF AUDIT RESULTS:

1. The auditor's report expresses an unmodified opinion on the financial statements of the St. Tammany Parish Clerk of Court.
2. No significant deficiencies or material weaknesses.
3. No instances of noncompliance and other matters required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. A management letter was not issued for the year ended June 30, 2022.

SECTION II FINANCIAL STATEMENTS FINDINGS:

- No findings noted.

SECTION III COMPLIANCE AND OTHER MATTERS:

- No findings noted.

STATUS OF PRIOR YEAR FINDINGS:

- No prior year findings.