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JEFF DAVIS PARISH CLERK OF COURT
Jennings, Louisiana

Annual Financial Statements
As of and for the Year Ended June 30, 2004

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

Release Date 2-2-05

JEFF DAVIS PARISH CLERK OF COURT
 Jennings, Louisiana
 Annual Financial Statements
 As of and for the Year Ended June 30, 2004

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TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

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

Dear Ms. Elliott:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements of the Jefferson Davis Parish Clerk of Court as of and for the year ended June 30, 2004. The statements include all funds under the control and oversight of the clerk of court. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Louisiana Revised Statutes 42:283-286 require the clerk of court to file annual financial reports with the parish police jury (council) and your office. The Jefferson Davis Parish Clerk of Court has complied with these reporting requirements. These financial reports were submitted to the Jefferson Davis Parish Police Jury and my office and included expenditures made by the clerk's of court office for the year ended June 30, 2004, classified under the following headings: (1) salary of clerk of court; (2) salaries of deputies and other employees; (3) office supplies and furnishings; and (4) other expenditures.

In addition to the above, the names of all employees, including their salary or compensation paid during the fiscal year was reported to the parish police jury and my office.

Sincerely,


Carlton Duhon
Clerk of Court

12/21/04

Enclosure

MCRIGHT & ASSOCIATES
Certified Public Accountants
Baton Rouge, Louisiana 70816

INDEPENDENT AUDITOR'S REPORT

JEFF DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA

We have audited the accompanying basic financial statements of the JEFF DAVIS PARISH CLERK OF COURT, a component unit of the Jeff Davis Parish Police Jury, as of and for the year ended June 30, 2004, as listed in the table of contents. These basic financial statements are the responsibility of the JEFF DAVIS PARISH CLERK OF COURTS' management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the JEFF DAVIS PARISH CLERK OF COURT as of June 30, 2004, and the results of its operations for the year then ended in conformity with generally accepted accounting principles accepted in the United States of America.

As described in Note 1 to the financial statements, the Clerk adopted the provisions of Governmental Accounting standards Board Statement No. 34, *Basic financial Statements – and Management's Discussion and Analysis – for state and Local Governments*; Statement No. 37, *Basic Financial statements – and Managements' Discussion and Analysis – for State and Local Governments: Omnibus*; and Interpretation No. 6, *recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements*, as of July 1, 2003. This results in a change in the format and content of the financial statements.

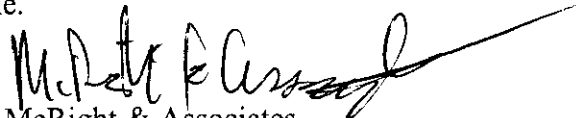
The Clerk has not presented Management's Discussion and Analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements.

MCRIGHT & ASSOCIATES
Certified Public Accountants
Baton Rouge, Louisiana 70816

The Required Supplementary Information as listed in the foregoing table of contents, are not a required part of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. This Required Supplementary Information is the responsibility of the management of the Jeff Davis Parish Clerk of Court. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued a report dated October 24, 2004 on our consideration of the JEFF DAVIS PARISH CLERK OF COURT'S internal control over financial reporting and our tests of its compliance with laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying supplemental information schedules listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements of the JEFF DAVIS PARISH CLERK OF COURT. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.


McRight & Associates
October 24, 2004

Basic Financial Statements

JEFF DAVIS PARISH CLERK OF COURT
 JENNINGS, LOUISIANA
 GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET ASSETS
 JUNE 30, 2004

	<u>General Fund</u>	<u>Adjustments Note</u>	<u>Statement of Net Assets</u>
ASSETS			
Cash and cash equivalents	\$32,582		\$32,582
Investments	500,000		500,000
Receivables	22,105		22,105
Capital assets, net of Depreciation		\$21,764	21,764
	-----	-----	-----
Total Assets	554,687	21,764	576,451
	=====	=====	=====
LIABILITIES			
Liabilities:			
Accounts payable	6,120		6,120
	-----	-----	-----
Total Liabilities	6,120		6,120
	-----	-----	-----
FUND BALANCE/NET ASSETS			
Fund Balance:			
Unreserved, reported in General Fund	548,567	(548,567)	-0-
	-----	-----	-----
Total Fund Balance	548,567	(548,567)	-0-
	-----	-----	-----
NET ASSETS			
Invested in Capital Assets, Net of Related debt		21,764	21,764
Unrestricted		548,567	548,567
		-----	-----
Total Net Assets		570,331	570,331
		=====	=====

The accompanying notes are an integral part of this statement.

JEFF DAVIS PARISH CLERK OF COURT
Jennings, Louisiana
STATEMENT OF GOVERNMENTAL FUND REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES/
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2004

	General Fund	Adjustments Note	Statement of Activities
EXPENDITURES/EXPENSES			
Judiciary:			
Personal services	\$581,891		\$581,891
Related benefits	243,187		243,187
Travel and professional Development	2,309		2,309
Operating services	145,895		145,895
Supplies	23,110		23,110
Capital Outlay	24,004	(17,801)	6,203
Depreciation		8,401	8,401
	-----		-----
Total Expenditures/Exp	1,020,396	(9,400)	1,010,996
	-----	-----	-----
PROGRAM REVENUES			
Charges for services	1,020,868		1,020,868
Licenses and permits	6,675		6,675
Other charges	24,235		24,235
	-----	-----	-----
Net Program Revenues	1,051,778		1,051,778
	-----	-----	-----
GENERAL REVENUES			
	-0-		-0-
	-----	-----	-----
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES			
	31,382	9,400	40,782
FUND BALANCE/NET ASSETS			
Beginning of the Year	517,185	12,364	529,549
	-----	-----	-----
End of Year	548,567	21,764	570,331
	=====	=====	=====

The accompanying notes are an integral part of this statement.

**JEFF DAVIS PARISH CLERK OF COURT
 JENNINGS, LOUISIANA
 STATEMENT OF FIDUCIARY NET ASSETS
 JUNE 30, 2004**

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
	-----	-----	-----
ASSETS			
Cash and cash equivalents	\$304,955	\$498,653	\$803,608
Investments	130,000		130,000
	-----	-----	-----
Total Assets	434,955	498,653	933,608
	-----	-----	-----
LIABILITIES			
Liabilities:			
Held for others pending court			
Action	434,955	498,653	933,608
	-----	-----	-----
Total Liabilities	434,955	498,653	933,608
	-----	-----	-----
NET ASSETS	-0-	-0-	-0-
	=====	=====	=====

The accompanying are an integral part of this statement.

**JEFF DAVIS PARISH CLERK OF COURT
 JENNINGS, LOUISIANA
 STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS
 For the Year Ended June 30, 2004**

	Advance Deposit Fund	Registry of Court Fund	Total
	-----	-----	-----
ADDITIONS			
Deposits:			
Suits and successions	\$553,316		\$553,316
Judgments		\$560,845	560,845
Interest	3,990	5,250	9,240
	-----	-----	-----
Total Additions	557,306	566,095	1,123,401
	-----	-----	-----
DEDUCTIONS			
Distributed to litigants	129,533	385,249	514,782
Clerks costs	300,460		300,460
Sheriffs' Fees	52,834		52,834
Other deductions	55,591		55,591
	-----	-----	-----
Total Deductions	538,418	385,249	923,667
	-----	-----	-----
CHANGE IN NET ASSETS	18,888	180,846	199,734
Net Assets – beginning	416,067	317,807	733,874
	-----	-----	-----
Net Assets – ending	434,955	498,653	933,608
	=====	=====	=====

The accompanying notes are an integral part of this statement.

Notes to the Financial Statements

JEFF DAVIS PARISH CLERK OF COURT

Jennings, Louisiana

Notes to the Financial Statements As of and for the Year Ended June 30, 2004

INTRODUCTION

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the Jeff Davis Parish Clerk of Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis—for State and Local Governments*, issued in June 1999.

B. REPORTING ENTITY

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

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

C. FUND ACCOUNTING

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

Governmental Funds

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

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

**Jeff Davis Parish Clerk of Court
Notes to the Financial Statements
As of and for the Year Ended June 30, 2004**

Fiduciary Funds

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

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

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

The amounts reflected in the General Fund and Other Funds, of Statements A and B, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Revenues are recorded in the period in which they are earned.

Expenditures

Expenditures are recorded in the period in which the goods and services are received.

Other Financing Sources (Uses)

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

Deferred Revenues

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

Government-Wide Financial Statements (GWFS)

The column labeled Statement of Net Assets (Statement A) and the column labeled Statement of Activities (Statement B) display information about the clerk as a whole. These statements include all the financial activities of the clerk except for fiduciary funds. Information contained in these columns reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of

**Jeff Davis Parish Clerk of Court
Notes to the Financial Statements
As of and for the Year Ended June 30, 2004**

when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

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

Reconciliation

The reconciliation of the items reflected in the funds columns to the Statement of Activities (Statement B) and Statement of Net Assets (Statement A) are as follows:

Capital Assets	<u>\$ 21,764</u>
----------------	------------------

E. BUDGETS

The clerk uses the following budget practices:

The proposed budget for the 2004 fiscal year was made available for public inspection at the clerk's office on June 12, 2003. The proposed budget, prepared on the accrual basis of accounting, was published in the official journal 15 days before the public hearing. The budget hearing was held at the clerk's office on June 12, 2003. The budget is legally adopted and amended, as necessary, by the clerk. All appropriations lapse at year-end.

Formal budget integration (within the accounting records) is not employed as a management control device. Budget amounts included in the accompanying financial statements are the original adopted budget.

F. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. [Include the clerk's established policy concerning which short-term, highly liquid investments it will treat as cash equivalents. For example, cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less.] Under state law, the clerk may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the clerk's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. At June 30, 2004, the clerk did not have any investments other than time certificates of deposit.

H. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

I. ADVANCES TO OTHER FUNDS

Noncurrent portions of long-term interfund loan receivables are reported as advances and are offset equally by a fund balance reserve account, which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation.

J. INVENTORIES

**Jeff Davis Parish Clerk of Court
Notes to the Financial Statements
As of and for the Year Ended June 30, 2004**

Inventories are considered immaterial and are recorded at cost and recognized as an expenditure when purchased.]

K. PREPAID ITEMS

There were no prepaid items at June 30, 2004.

L. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost (the extent to which fixed asset costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available (or describe other method of valuation). Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The clerk maintains a threshold level of \$1,000 or more for capitalizing capital assets.

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

<u>Description</u>	<u>Estimated Lives</u>
Land improvements	___ - ___ years
Buildings and building improvements	___ - ___ years
Furniture and fixtures	5- 10 years
Vehicles	___ - ___ years

M. COMPENSATED ABSENCES

The clerk has the following policy relating to vacation and sick leave:

The clerk's recognition and measurement criteria for compensated absences follows:

All full-time employees of the clerk of court's office earn vacation leave at a rate of 2 to 5 weeks each year, depending upon their length of service. Vacation must be used in the year earned. Sick leave is earned at a rate of one to one and one-half days per month, depending upon their length of service. Sick leave may be carried forward from year to year.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the general fund when the leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term debt account group.

N. RESTRICTED NET ASSETS

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

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

**Jeff Davis Parish Clerk of Court
Notes to the Financial Statements
As of and for the Year Ended June 30, 2004**

O. FUND EQUITY

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, 2004, there was no amount due the parish treasurer as the General Fund's fund balance at June 30, 2004 did not exceed one-half of the revenues of the General Fund for the last year of the clerk's four-year term of office.

P. EXTRAORDINARY AND SPECIAL ITEMS

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Clerk of Court, which are either unusual in nature or infrequent in occurrence.

Q. INTERFUND TRANSACTIONS

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

R. ESTIMATES

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

2. DEFICIT FUND EQUITY

The following individual funds have deficits in unreserved fund balance (net assets) at June 30, 2004:

<u>Fund</u>	<u>Deficit Amount</u>
NONE	
_____	\$ _____
_____	_____
_____	_____

**Jeff Davis Parish Clerk of Court
Notes to the Financial Statements
As of and for the Year Ended June 30, 2004**

3. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

The following individual funds had actual expenditures over budgeted appropriations for the year ended June 30, 2004:

<u>Fund</u>	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
	\$	\$	\$	\$
NONE				

4. CASH AND CASH EQUIVALENTS

At June 30, 2004, the Clerk of Court has cash and cash equivalents (book balances) totaling \$1,466,190 as follows:

Demand deposits	<u> </u>
Interest-bearing demand deposits	<u>835,890</u>
Time deposits	<u>630,000</u>
Other	<u>300</u>
 Total	 <u><u>1,466,190</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2004, the Clerk of Court has \$1,647,587 in deposits (collected bank balances). These deposits are secured from risk by \$630,000 of federal deposit insurance and \$1,014,587 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

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

5. INVESTMENTS

Investments are categorized into three categories of credit risk:

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

**Jeff Davis Parish Clerk of Court
Notes to the Financial Statements
As of and for the Year Ended June 30, 2004**

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

Type of Investment	Category			Carrying Amount		Total Carrying Amount
	1	2	3	Fair Value	Amortized Cost	
CERT OF DEPOSIT	\$	\$	630,000	\$	\$ 630,000	630,000
Total	\$	\$	630,000			
Investments not subject to categorization:						
Deferred compensation plan						
External investment pool						
Total investments				\$	\$ 630,000	630,000

6. RECEIVABLES

The receivables of \$22,105 at June 30, 2004 are as follows:

Class of Receivable	General Fund	Other Funds	Total
Charges for Services	22,105	\$	22,105
Licenses & permits			
Other			
Total	\$22,105	\$	\$22,105

7. INTERFUND RECEIVABLES/PAYABLES

There were no interfund balances at June 30, 2004.

**Jeff Davis Parish Clerk of Court
Notes to the Financial Statements
As of and for the Year Ended June 30, 2004**

8. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2004, is as follows:

<u>Governmental Activities</u>	<u>Balance, July 1, 2003</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance, June 30, 2004</u>
Land	\$	\$	\$	\$
Buildings				
Improvements other than buildings				
Furniture and equipment	26,093	17,801		43,894
Total	<u>26,093</u>	<u>17,801</u>		<u>43,894</u>
Less accumulated depreciation:				
Buildings				
Improvements other than buildings				
Furniture and equipment	13,729	8,401		22,130
Total	<u>13,729</u>	<u>8,401</u>		<u>22,130</u>
Capital assets, net	<u>12,364</u>	<u>9,400</u>	\$	<u>21,764</u>

9. PENSION PLAN

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

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

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

Funding Policy. Plan members are required by state statute to contribute 8.25% of their annual covered salary and the Jeff Davis Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.00% of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Jeff Davis Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Jeff Davis Parish Clerk of Court's contributions to the System for the years ending June 30, 2004 2003, and 202, were \$62,300, \$57,397, and \$57,779, respectively, equal to the required contributions for each year.

**Jeff Davis Parish Clerk of Court
Notes to the Financial Statements
As of and for the Year Ended June 30, 2004**

10. OTHER POSTEMPLOYMENT BENEFITS

The Jeff Davis Parish Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the clerk of court. The clerk recognizes the cost of providing these benefits (the clerk's portion) as an expenditure when the monthly premiums are paid.

11. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$6,120 at June 30, 2004, are as follows:

	General Fund	Other Funds	Total
Salaries	\$ _____	\$ _____	\$ _____
Withholdings	_____	_____	_____
Accounts	6,120	_____	6,120
Other	_____	_____	_____
Total	<u>6,120</u>	<u>\$ _____</u>	<u>6,120</u>

12. SHORT-TERM DEBT

None

13. LEASES

The clerk records did not have any capital leases at June 30, 2004.

LONG TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended June 30, 2004:

	Other Debt	Compensated Absences	Lease- Purchase Agreements	Total
Long-term obligations at July 1, 2003	\$ _____	\$ _____	\$ _____	\$ _____
Additions	_____	_____	_____	_____
Deductions	_____	_____	_____	_____
Long-term obligations at June 30, 2004	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Jeff Davis Parish Clerk of Court
Notes to the Financial Statements
As of and for the Year Ended June 30, 2004**

15. INTERFUND TRANSFERS

None

16. RELATED PARTY TRANSACTIONS

None

17. RISK MANAGEMENT

The clerk purchases commercial insurance to cover day to day operations. There were no claims during the current year.

18. LITIGATION AND CLAIMS

At June 30, 2004, the Clerk of Court was not involved in any lawsuits or is aware of any claims.

19. ON-BEHALF PAYMENTS

Certain operating expenditures of the clerk's office are paid by the parish police jury and are not included in the *accompanying financial statements*.

20. SUBSEQUENT EVENTS

There were no subsequent events to be reported as of November 7, 2004.

Required Supplemental Information

JEFF DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2004

Schedule 1

	Actual	Original Budget	Variance Over (Under)
REVENUES			
Licenses and Permits	\$6,675	\$6,136	539
Charges for Services	1,020,868	1,016,687	4,181
Interest	8,228	8,847	(619)
Clerk's Supplement	15,250	15,250	
Other Revenues	757	0	757
Total Revenues	1,051,778	1,046,920	4,858
EXPENDITURES			
Salaries and Benefits	825,077	810,554	14,523
Supplies	23,111	20,658	2,453
Operating Expenses	148,204	142,000	6,204
Capital Outlay	24,004	26,185	(2,181)
Total Expenditures	1,020,396	999,397	20,999
Excess of revenues over (under)			
Expenditures	31,382	47,523	16,141
Fund Balance, beginning	517,185	517,185	0
Fund Balance, ending	548,567	564,708	16,141

The accompanying notes are an integral part of this statement.

**JEFF DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA**

**OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

The following pages contain a report on compliance with laws and regulations and on internal control as required by the *Government Auditing Standards*, issued by the Comptroller General of the United States. This Report is based solely on the audit of the financial statements and includes, where appropriate, any reportable conditions and/or material weaknesses in internal control or compliance matters that would be material to the presented financial statements.

MCRIGHT & ASSOCIATES
Certified Public Accountants
Baton Rouge, Louisiana 70816

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

Jeff Davis Parish Clerk of Court
Jennings, LA

We have audited the basic financial statements of the Jeff Davis Parish Clerk of Court, a component unit of the Jeff Davis Parish Police Jury, as of and for the year ended June 30, 2004, and have issued our report thereon dated October 24, 2004. We conducted our audit in accordance with generally accepted auditing standards 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.

Compliance

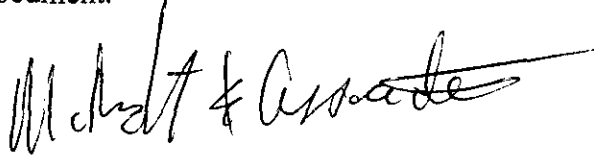
As part of obtaining reasonable assurance about whether the Jeff Davis Parish Clerk of Court's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct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

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Jeff Davis Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control structure over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be a material weakness. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the basic financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weakness.

MCRIGHT & ASSOCIATES
Certified Public Accountants
Baton Rouge, Louisiana 70816

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

A handwritten signature in black ink that reads "McRight & Associates". The signature is written in a cursive, flowing style with a long horizontal stroke extending to the right.

October 24, 2004

McRIGHT & ASSOCIATES, CPA'S

Other Supplemental Information

PRIOR AUDIT FINDINGS

The follow-up and corrective action taken on all prior audit findings is presented in the summary schedule of prior audit findings (Schedule 2).

CURRENT AUDIT FINDINGS

The corrective action plan for current year audit findings is presented in Schedule 3.

**JEFF DAVIS PARISH CLERK OF COURT
Jennings, Louisiana**

**Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2004**

There were no prior year audit findings.

**JEFF DAVIS PARISH CLERK OF COURT
Jennings, Louisiana**

**Corrective Action Plan for
Current Year Audit Findings
For the Year Ended June 30, 2004**

There were no current audit findings.