



**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA**

**BASIC FINANCIAL STATEMENTS  
WITH SUPPLEMENTAL INFORMATION SCHEDULES**

**JUNE 30, 2019**

**IBERVILLE PARISH CLERK OF COURT  
 PLAQUEMINE, LOUISIANA  
 BASIC FINANCIAL STATEMENTS  
 WITH SUPPLEMENTAL INFORMATION SCHEDULES  
 JUNE 30, 2019**

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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
BASIC FINANCIAL STATEMENTS  
WITH SUPPLEMENTAL INFORMATION SCHEDULES  
JUNE 30, 2019**

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# **BAXLEY AND ASSOCIATES, LLC**

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To the Honorable Amy Matirne Patin  
Iberville Parish Clerk of Court  
Plaquemine, Louisiana

## **INDEPENDENT AUDITOR'S REPORT**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, major fund, and fiduciary funds information of the Iberville Parish Clerk of Court as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, this includes 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.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involved performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we obtained sufficient and appropriate to provide a basis for our audit opinion.

## INDEPENDENT AUDITOR'S REPORT (continued)

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major fund and fiduciary fund information of the Iberville Parish Clerk of Court, as of June 30, 2019, and the respective changes in financial position and change in assets and liabilities for the year ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 8, budgetary comparison information on page 42, the Schedule of Changes in the Clerk's Total OPEB Liability and Related Ratios on page 43, the Schedule of Iberville Parish Clerk of Court's Proportionate Share of the Net Pension Liability on page 44, and the Schedule of Iberville Parish Clerk of Court's Contributions on page 45 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Iberville Parish Clerk of Court's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head, Combining Statement of Fiduciary Net Position, and Schedule of Changes in Fiduciary Net Position on pages 47-49 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits, and Other Payments to Agency Head, Combining Statement of Fiduciary Net Position, and Schedule of Changes in Fiduciary Net Position 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. This 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head, Combining Statement of Fiduciary Net Position, and Schedule of Changes in Fiduciary Net Position are fairly stated in all material respects in relation to the basic financial statements as a whole.

## INDEPENDENT AUDITOR'S REPORT (continued)

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 27, 2019, on our consideration of the Clerk of Court's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Iberville Parish Clerk of Court's internal control over financial reporting and compliance.

*Baxley & Associates, LLC*

Plaquemine, Louisiana  
December 27, 2019

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**REQUIRED SUPPLEMENTARY INFORMATION**  
**(PART 1 OF 2)**

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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2019**

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The purpose of the Management's discussion and analysis (MD&A) is to introduce the basic financial statements and provide an analytical overview of the Clerk of Court's financial activities. Since this information is designed to focus on the current year's activities, resulting changes and currently known facts, it should be read in conjunction with the financial statements beginning on page 10.

**OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION**

This annual report consists of three components – (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplementary information contained in this report provided for additional information. The government-wide financial statements provide information about the activities of the Clerk of Court as a whole and present a longer-term view of its finances. Fund financial statements depict how these activities were financed in the short-term as well as what remains for future spending.

**Government-wide Financial Statements.** The government-wide financial statements present financial information for all activities of the Clerk from an economic resource measurement focus using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. They include a statement of net position and statement of activities.

*Statement of Net Position.* This statement presents information on all the Clerk's assets, deferred outflows of resources, liabilities and inflows of resources with the difference between them reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Clerk of Court's office is improving or not.

*Statement of Activities.* This statement 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 related cash flows. This statement is designed to show the Clerk's financial reliance on general revenues.

The government-wide financial statements can be found on pages 10-11 of this report.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Clerk of Court has only one category of funds: governmental funds.

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the Clerk of Court's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2019**

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Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. The governmental funds provide a reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints. These statements can be found on pages 13-16 of this report.

*Fiduciary Funds.* The Clerk of Court is the trustee, or fiduciary, over assets which can only be used for the trust beneficiaries; these include advance deposits, registry of court and civil jury funds. The activity of these funds is reported separately in the statement of fiduciary net position on page 17 and schedule of changes in fiduciary net position found in supplementary information. These activities are excluded from government-wide and fund financial statements because the assets of fiduciary funds cannot be used to finance operations of the Clerk.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The index of the notes is found on page 19 with the actual notes beginning immediately afterwards.

**FINANCIAL ANALYSIS OF THE CLERK OF COURT**

The net position decreased by \$33,705. This decrease is primarily a result of non-cash expenditures recognized in relation to post-employment benefits and net pension obligations. The Clerk secured again this year a grant for enhancement projects allowing better service to the public.

Below is a comparison of the current and prior year's net position.

**SUMMARY OF NET POSITION  
Governmental Activities**

	<u>2019</u>	<u>2018</u>
<b>Assets</b>		
Current assets	\$ 662,144	\$ 691,668
Investments	150,000	115,311
Capital assets, net	<u>51,259</u>	<u>55,992</u>
Total Assets	863,403	862,971
 <b>Deferred Outflows of Resources</b>	 520,884	 339,734
 <b>Liabilities</b>		
Current liabilities	27,085	14,848
Long-term liabilities	<u>2,332,127</u>	<u>2,155,034</u>
Total Liabilities	2,359,212	2,169,882
 <b>Deferred Inflows of Resources</b>	 <u>162,857</u>	 <u>136,900</u>

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2019**

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**Net Position**

Net investment in capital assets	51,259	55,992
Unrestricted	(1,189,041)	(1,160,069)
Net Position	<u>(1,137,782)</u>	<u>(1,104,077)</u>

Total revenues increased by \$84,818 or 5%. Expenditures increased by \$220,236 or 13%.

A summary of changes in net position is as follows:

**SUMMARY OF CHANGES IN 2019**

	<u>2019</u>	<u>2018</u>
<b>Revenues</b>		
Charges for services	\$ 1,760,886	\$ 1,681,464
Grants and contributions	27,314	38,213
General revenues:		
Interest earned	23,897	11,511
Non-employee pension contributions	86,421	81,083
Other revenues	708	2,137
Total Revenues	<u>1,899,225</u>	<u>1,814,407</u>
<b>Expenses</b>		
General government	<u>1,932,930</u>	<u>1,712,694</u>
Change in net position	(33,705)	101,713
Net position, beginning	(1,104,077)	(656,598)
Restatement of beginning net position	<u>-</u>	<u>(549,192)</u>
Net position, ending	<u>(1,137,782)</u>	<u>(1,104,077)</u>

**BUDGETARY HIGHLIGHTS**

The Clerk received more in revenues than it anticipated in the year ended June 30, 2019, by \$17,341 or 1.00%. This was due to nearly all a result of recording fees greater than anticipated. At the same time, expenditures were \$45,749 or 3.00% more than budgeted amounts. This was an election year that required additional labor and associated benefits.

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2019**

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**CAPITAL ASSET AND DEBT ADMINISTRATION**

*Capital Assets:* The Clerk's investment in capital assets, net of accumulated depreciation and related debt at June 30, 2019 and 2018, was \$51,259 and \$55,922, respectively. There was \$7,855 expended for capital additions during the current year. There were no disposals.

Capital assets at year-end are summarized as follows:

<b>CAPITAL ASSETS</b>		
<b>Net of Accumulated Depreciation</b>		
	<u>2019</u>	<u>2018</u>
<b>Depreciable Assets</b>		
Equipment/furniture	\$ <u>51,259</u>	\$ <u>55,922</u>

*Long-Term Debt:* Long-term obligations of the Clerk include obligations extending beyond one year. This includes compensated absences (employee's unused leave) that increased from \$15,497 at June 30, 2018 to \$16,265 at June 30, 2019.

Obligations related to post-employment benefits totaled \$1,005,426 and \$993,552 at June 30, 2019 and 2018, respectively. The increase amounted to \$11,874, which is the annual required contribution based on actuarial estimations less contributions made during the year.

Also reported is the Clerk's proportionate share of pension liability totaling \$1,310,436 and \$1,145,985 at June 30, 2019 and 2018. This liability is being reported in accordance with GASB Statement No. 68. These amounts are also based on actuarial estimates.

**SUBSEQUENT YEAR**

The Clerk will continue to closely monitor expenditures while maintaining the highest level of service to the public.

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Clerk's finances, comply with finance-related laws and regulations and demonstrate the Clerk's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting the Iberville Parish Clerk of Court, P. O. Box 423, Plaquemine, Louisiana 70764, 225-687-5160.

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**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
STATEMENT OF NET POSITION  
JUNE 30, 2019**

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ASSETS

Cash and cash equivalents	\$	567,689
Investments		150,000
Receivables		38,140
Due from other funds		54,874
Prepaid expenses		1,441
Capital assets, net		51,259
Total Assets		863,403

DEFERRED OUTFLOWS OF RESOURCES

Related to pensions		425,838
Related to other post-employment benefits		95,046
Total Deferred Outflows of Resources		520,884

LIABILITIES

Accounts payable		22,998
Payroll related payables		4,087
Noncurrent liabilities:		
Compensated absences		16,265
Other post-employment benefits payable		1,005,426
Net pension liability		1,310,436
Total Liabilities		2,359,212

DEFERRED INFLOWS OF RESOURCES

Related to pensions		92,879
Related to other post-employment benefits		69,978
Total Deferred Inflows of Resources		162,857

NET POSITION

Net investment in capital assets		51,259
Unrestricted		(1,189,041)
Total Net Position (Deficit)		(1,137,782)

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2019**

<u>Functional/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenues (Expenses)</u> <u>Governmental Activities</u>
		<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<b>Governmental Activities</b>					
General government	\$ 1,908,430	\$ 1,736,386	\$ 27,314	\$ -	\$ (144,730)
Intergovernmental	24,500	24,500	-	-	-
Total Governmental Activities	<u>1,932,930</u>	<u>1,760,886</u>	<u>27,314</u>	<u>-</u>	<u>(144,730)</u>
		<b>General Revenues</b>			
		Interest earned			23,897
		Non-employer pension contribution			86,421
		Other revenues			708
		Total General Revenues			<u>111,025</u>
		Change in Net Position			(33,705)
		Net Position (Deficit), beginning			<u>(1,104,077)</u>
		Net Position (Deficit), ending			<u>(1,137,782)</u>

The accompanying notes are an integral part of this statement.

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**FUND FINANCIAL STATEMENTS**

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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2019**

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ASSETS

Cash and cash equivalents	\$ 567,689
Investments	150,000
Accounts receivable	38,140
Due from other funds	54,874
Prepaid expenses	<u>1,441</u>
Total Assets	<u><u>812,143</u></u>

LIABILITIES AND FUND BALANCES

Liabilities:	
Accounts payable	22,998
Payroll related payables	<u>4,087</u>
Total Liabilities	27,085
Fund Balances:	
Non-spendable	1,441
Unassigned	<u>783,617</u>
Total Fund Balances	<u>785,058</u>
Total Liabilities and Fund Balances	<u><u>812,143</u></u>

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION  
JUNE 30, 2019**

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Total Fund Balances - Total Governmental Funds	\$	785,058
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheets. This is the capital assets, net of accumulated depreciation, reported on the Statements of Net Position.		51,259
Long-term liabilities of governmental activities do not require the use of current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet. These are the long-term liabilities of the Clerk's governmental activities:		
Compensated absences		(16,265)
Other post-employment benefits		(1,005,426)
Net pension liability		(1,310,436)
Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the governmental funds.		
Deferred outflows of resources related to pensions		425,838
Deferred inflows of resources related to pensions		(92,879)
Deferred outflows of resources related to OPEB		95,046
Deferred inflows of resources related to OPEB		(69,978)
		(1,137,782)
Total Net Position - Governmental Activities		(1,137,782)

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2019**

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REVENUES

Intergovernmental revenues	\$	24,500
Charges for services:		
Court costs and fees		1,216,611
Certified copies and data processing		74,581
Licenses		5,615
Recording fees		439,579
Interest earned		23,897
Grant proceeds		27,314
Other revenues		708
		708
Total Revenues		1,812,805

EXPENDITURES

General government:		
Employee and related benefits		1,226,491
Materials and supplies		91,926
Operating services		488,098
Travel		5,508
Capital outlay		7,855
		7,855
Total Expenditures		1,819,878
	Change in Fund Balances	(7,073)
Fund Balances, beginning		792,131
Fund Balances, ending		785,058

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT  
 PLAQUEMINE, LOUISIANA  
 RECONCILIATION OF THE STATEMENTS OF REVENUES,  
 EXPENDITURES AND CHANGES IN FUND BALANCES TO THE  
 GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
 YEAR ENDED JUNE 30, 2019**

Net Change in Fund Balances - Total Governmental Funds (7,073)

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

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation charged differed from capital outlay in the current period. (4,733)

Governmental funds report pension contributions as expenditures. However, in the Statement of Activities, the cost of pension benefits earned net of employee contributions is reported as pension expense. This is the amount by which pension contributions charged differed from the actuarial cost of benefits. (16,811)

Governmental funds report payments on long-term obligations as expenditures. However, in the Statement of Activities, these payments are recognized as decreases in the long-term debt. This is the change in long-term obligations during the year.

Compensated absences	(768)
Other post-employment benefits	(4,320)
	(5,088)

Change in Net Position - Governmental Activities (33,705)

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
STATEMENT OF FIDUCIARY NET POSITION  
FIDUCIARY FUNDS  
JUNE 30, 2019**

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	<u>Agency Funds</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 1,648,800
Investments	1,676,276
Due from other funds	86
Due from litigants/others	<u>65,597</u>
Total Assets	<u><u>3,390,759</u></u>
 <u>LIABILITIES</u>	
Due to other funds	54,960
 <u>NET POSITION</u>	
Held in trust for others	<u>3,335,799</u>
Total Liabilities and Net Position	<u><u>3,390,759</u></u>

The accompanying notes are an integral part of this statement.

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**NOTES TO FINANCIAL STATEMENTS**

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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
INDEX TO NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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INTRODUCTION

The Iberville Parish Clerk of Court (hereinafter referred to as the Clerk), as provided by Article V, Section 28 of the Louisiana Constitution of 1974, 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.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting practice of the Iberville Parish Clerk of Court conforms to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of La Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies:

**Financial Reporting Entity:** Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. The financial reporting entity as defined in GASB Statement No. 14, consists of (1) the primary government, (2) organizations for which the primary government is financially accountable and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. For financial reporting purposes, the Iberville Parish Council is considered the financial reporting entity for Iberville Parish. The Clerk, therefore, is considered a component unit of the Iberville Parish Council. The accompanying financial statements, however, present only the transactions of the Iberville Parish Clerk of Court.

**Government-wide Accounting:** In accordance with Government Accounting Standards Board Statement No. 34, the Clerk has presented a statement of net position and statement of activities for the Clerk as a whole. These statements include the primary government with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds. All activities of the Clerk are classified as governmental.

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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Policies specific to the government-wide statements are as follows:

*Eliminating Internal Activity*

Interfund receivables and payable are eliminated in the statement of net position except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses, from one function to another or within the same function, is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

*Capitalizing Assets*

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are generally capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net position.

*Program Revenues*

The statement of activities presents three categories of program revenues – (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Clerk. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are reserved for a specific use.

*Indirect Expenses*

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Clerk has chosen not to do so.

*Restricted Net Position*

Restricted net position is that for which a constraint has been imposed either externally or by law. The Clerk recognizes the use of restricted resources for expenditures that comply with the specific restrictions. These resources are exhausted before unrestricted net position is used.

*Deferred Outflows/Inflows of Resources*

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources and Deferred Inflows of Resources and Net Position*, was adopted for the fiscal year ended June 30, 2013. This statement provides financial reporting guidance for deferred outflows/inflows of resources. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined those elements as a consumption of net assets by the government that is applicable to a future reporting period and an acquisition of net assets by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial elements,

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which are distinct from assets and liabilities. Statement No. 4 also identifies net position as the residual of all other elements presented in a statement of financial position.

This statement amends the net asset reporting requirements in GASB Statement No. 34, *Basic Statements – and Management’s Discussion and Analysis – for Local and State Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definition of the required components of the residual measure and by renaming that measure as net position, rather than net assets.

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

A fund is a separate entity with a self-balancing set of accounts. Funds of the Clerk are classified under two categories: governmental and fiduciary. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds: Governmental funds account for all or most of the Clerk’s general activities, including the collection and disbursement of specific or legally reserved monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the Clerk include:

1. General – accounts for all activities not required to be reported in another fund.

Fiduciary Funds: These fund types are used to account for assets held in trust for third-party individuals, private organizations and/or other governmental units/funds. Fiduciary funds include:

1. Agency Funds – The Advance Deposit, Registry of Court and Civil Jury agency funds account for assets held by the Clerk as an agent for others, are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

The Advance Deposit Fund, as provided by La R.S. 13:842, accounts for advance deposits on suits filed by litigants. The advances are refundable to the litigants after all costs have been paid.

The Registry of Court Fund, as provided by La R.S. 13:475, accounts for funds that have been ordered by the judicial system to be held until judgment has been rendered in court litigation. Withdrawal of these funds can be made only upon order of the Court.

The Civil Jury Fund, as provided by La R.S. 13:794, accounts for funds that have been ordered by the Judge for the payment of per diem and expenses of the jury commission of civil trials. Withdrawal of these funds can be made only upon order of the Judge.

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**Basis of Accounting/Measurement Focus:** In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles. The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and accrual basis of accounting. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of governmental and business-type activities are included in the statement of net position. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

**Budgets and Budgetary Accounting:** The Clerk adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. It is published in the official journal at least ten days prior to adoption for public input. Appropriations lapse at year-end. There was one amendment made to the budget during the fiscal year ended June 30, 2019.

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

**Investments:** Investments are limited by La Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value with the corresponding increase or decrease reported in investment earnings.

The Clerk categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the assets. The three levels of the fair value hierarchy are as follows:

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*Level 1* - Unadjusted quoted prices for identical assets or liabilities in active markets that the Clerk has the ability to access.

*Level 2* - Inputs include: (1) quoted prices for similar assets or liabilities in active markets; (2) quoted prices for identical or similar assets or liabilities in inactive markets; (3) inputs other than quoted prices that are observable for the asset or liability; (4) inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

*Level 3* - Inputs that are observable and significant to fair value measurement.

**Inventory:** Inventory is reported at cost. It includes only office supplies, the amount of which is considered immaterial. Therefore, the acquisition of such items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

**Receivables:** Trade receivables are recorded at management's estimate of the amount that is expected to be collected. This is based in part on historical information. There is no allowance recorded in the accompanying financial statements as management expects 100% of its outstanding receivables to be collected. Revenues become susceptible to accrual when they become both measurable and available. The Clerk considers receivables collected within sixty days after year-end to be available.

**Prepaid Expenses:** Payments made to vendors for general insurance that will benefit periods beyond June 30, 2019, are recorded as prepaid expenses.

**Use of Estimates:** The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Capital Assets:** The Clerk's assets are recorded at historical cost. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows: equipment and furniture – 3-10 years and building improvements – 20-40 years. The threshold for capitalization is a cost of \$5,000 or more, individually or in bulk at the discretion of management, for financial reporting purposes.

**Compensated Absences:** The Clerk has the following policy relating to vacation and sick leave:

*Vacation leave* – Employees receive five (5) days of vacation leave after one year of employment and an additional five (5) days after the second year. If an employee terminates at the end of the year, the employee will be paid for unused vacation and sick leave earned.

*Sick leave* – Employees receive eight (8) days sick leave each year. Sick leave is non-cumulative, but employees are paid for unused sick leave at the end of the year at their regular salary rate.

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The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as current year expenditures in the General Fund when leave is actually earned.

**Long-Term Obligations:** In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability on the statement of net position. In the fund financial statements, however, debt principal payments of governmental funds are recognized as expenditures when paid.

**Pension Plan:** The Louisiana Clerks' of Court Retirement and Relief Fund prepared its employer schedules in accordance with GASB No. 68 – *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27* which provides for the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed.

**Other Post-employment Benefits:** The Clerk provides certain continuing health care and life insurance benefits for its retired employees and their beneficiaries. The Clerk's other post-employment benefit (OPEB) plan is a single-employer defined benefit plan administered by the Clerk. See Note 12. For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflow of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the plan, and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

**Net Position/Fund Balances:** In the statement of net position, the difference between a government's assets and deferred outflows of resources and its liabilities and deferred inflows of resources is recorded as net position. The three components of net position are as follows:

*Net Investment in Capital Assets-* This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

*Restricted Net Position-* Net position that are reserved by external sources, such as banks or by law, are reported separately as restricted net position. When assets are required to be retained in perpetuity, these non-expendable net position are recorded separately from expendable net position. These are components of restricted net position.

*Unrestricted Net Position -* This category represents net position not appropriable for expenditures or legally segregated for a specific future use.

In the Balance Sheet of governmental funds, fund balances are segregated as follows:

*Non-spendable -* This includes amounts in permanent funds and inventories that are permanently precluded from conversion to cash.

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*Restricted* - Fund balances that are restricted include those resources constrained to a specific purpose by enabling legislation, external parties or constitutional provisions.

*Committed* - Fund balances may be committed for a specific purpose by the highest level of decision-making authority through a formal action such as the adoption of an ordinance. The removal of or change in this commitment can only be accomplished by the same level of authority through the same type of action taken to commit the fund balances initially.

*Assigned* - Resources earmarked for a specific purpose by a government's management are reported as assigned fund balances.

*Unassigned* - This category represents that portion of equity that are available for any purpose.

**NOTE 2 – CASH, CASH EQUIVALENTS, AND INVESTMENTS**

*Cash and cash equivalents:*

At June 30, 2019, the Clerk of court had the following cash and cash equivalents:

	Book Balance	Bank Balance
Balance with banks	\$ 2,216,389	\$ 2,522,914

The deposits are stated at cost, which approximates market.

*Security on deposits:*

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 bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2019, the Clerk had the following security on deposits:

	Cash and Cash Equivalents	Nonnegotiable Certificates of Deposit	FDIC Coverage	Total
Deposits per Balance Sheet (Reconciled bank balance)	\$ 2,216,389	\$ 1,527,888	\$ -	\$ 3,744,277
Deposits in bank accounts per bank	\$ 2,522,914	\$ 1,527,888	\$ (1,202,888)	\$ 2,847,914
Bank balances exposed to custodial credit risk:				
a. Uninsured and uncollateralized				-
b. Uninsured and collateralized with securities held by the pledging institution				-
c. Uninsured and collateralized with securities held by the pledging institutions's trust department or agent, but not in the entity's name				-
				2,847,914

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Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 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.

*Investments:*

Investments of the Clerk of Court consist of certificates of deposit, U.S. government securities, and LAMP Asset Management Pool investments. These securities are stated at their fair value as required by GASB Statement 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*. The Clerk of Court used quoted market values to determine fair value of the investments.

**Interest Rate Risk** - The Clerk of Court has adopted the state investment policy at LA RS 49:327. The Clerk invests in investments with maturities limited to two years as a means of managing its exposure to fair value losses arising from increasing interest rates.

**Custodial credit risk – Deposits** – In the case of deposits, this is the risk that in the event of a bank failure, the Clerk’s deposits may not be returned to it. The Clerk of Court invests in certificates of deposits that are backed by FDIC and pledged securities, U.S. government securities, and LAMP investments. The Clerk has adopted the state investment policy at LA RS 49:327 and does not have any other policy that would further limit the investment choices.

**Concentration of Credit Risk** - The Clerk places no limits on the amount they may invest in any one issuer.

The Clerk of Court had the following investments at June 30, 2019:

Descriptions	Category 1	Fair Value	Cost	Maturity Date	Interest Rate
Certificates of Deposit - various banks	\$ 1,527,888	\$ 1,527,888	\$ 1,527,888	2018-2021	.50% - 2.25%
Federal Bonds - Edward Jones	198,187	198,187	198,461	2018-2020	1.40%-1.875%
Total	<u>\$ 1,726,075</u>				
Investments Not Subject to Categorization:					
LAMP (External Investment Pool)		100,199	100,199	NA	2.01% - 2.45%
Total Investments		<u>\$ 1,826,274</u>	<u>\$ 1,826,548</u>		
Interest Income		\$ 23,897			

*Certificates of Deposit.* At June 30, 2019, the Clerk held certificates of deposit, with an original maturity greater than 90 days, totaling \$1,527,888. These investments are stated on the balance sheet (carrying value) at market value.

*Federal Bonds.* The Clerk had investments in federal bonds backed by the federal government totaling \$198,187 at June 30, 2019 in Edward D. Jones.

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*Louisiana Asset Management Pool, Inc.* Investments held at June 30, 2019 consist of \$100,199 in the Louisiana Asset Management Pool (LAMP), a local government investment pool.

LAMP is administered by LAMP, Inc., 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 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 Revised Statute 33:2955.

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

LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

*Credit Risk.* LAMP is rated AAAM by Standard & Poors.

*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.* LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted-average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity exceeding 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 99 as of June 30, 2019.

*Foreign Currency Risk.* Not applicable.

The investments in LAMP are stated at fair value. 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 net asset value of the pool shares.

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

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NOTE 3 – FAIR VALUE MEASUREMENTS

The following table sets forth by level within fair value hierarchy the Clerk’s assets at estimated fair value as of June 30, 2019:

	Level 1
Certificates of deposits	\$ 1,527,888
LAMP	100,199
Federal Bonds	198,187
Total	\$ 1,826,274

The Clerk did not have Level 2 or Level 3 assets at June 30, 2019.

NOTE 4 – RECEIVABLES

The net receivables, excepting inter-fund transactions, at June 30, 2019, are as follows:

Accounts	\$ 38,140
Litigants/others	<u>65,597</u>
	<u>103,737</u>

NOTE 5 – CAPITAL ASSETS

Capital asset activity of governmental activities for the year ended June 30, 2019, was as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
Capital Assets, being depreciated				
Equipment	\$ 93,878	\$ -	\$ -	\$ 93,878
Less: accumulated depreciation	<u>84,248</u>	<u>1,834</u>	-	<u>86,081</u>
Net Equipment	9,630	(1,834)	-	7,796
Furniture/fixtures	121,701	7,855	-	129,556
Less: accumulated depreciation	<u>75,339</u>	<u>10,754</u>	-	<u>86,093</u>
Net Furniture/fixtures	46,362	(2,899)	-	43,463
Net Capital Assets, being depreciated	<u>55,922</u>	<u>(4,733)</u>	-	<u>51,259</u>

Depreciation expense of \$12,588 was reported by the General Fund.

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NOTE 6 – ACCOUNTS AND OTHER PAYABLES

The payables, excepting inter-fund transactions, at June 30, 2019, are as follows:

Accounts - trade	\$ 22,998
Payroll-related withholdings and taxes	<u>4,087</u>
	<u>27,085</u>

NOTE 7 – INTER-FUND TRANSACTIONS

Amounts due to and from other funds at June 30, 2019, is as follows:

	<u>Receivables</u>	<u>Payables</u>
General Fund	\$ 54,874	\$ -
Advance Deposit Fund	86	54,874
Civil Jury Fund	-	86
	<u>54,960</u>	<u>54,960</u>

The General Fund is due \$54,874 from Advance Deposit Fund for services rendered in June of 2019. The Advance Deposit Fund is due \$86 from Civil Jury Fund for funds utilized to open the bank account for Civil Jury Fund.

NOTE 8 – INTER-GOVERNMENTAL TRANSACTIONS

Inter-governmental revenues of the General Fund are as follows:

State supplement	\$ <u>24,500</u>
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NOTE 9 – ON-BEHALF PAYMENTS

Certain operating expenditures of the Clerk are paid by the Iberville Parish Council and are not included in the accompanying financial statements.

NOTE 10 – LEASES

*Operating Leases.* The Clerk is obligated under leases for software maintenance and copiers. These type leases do not give rise to property rights or lease obligations; therefore, the results of lease agreements are not reflected in the Clerk's account groups. The monthly lease requirement equals \$4,294. The lease terms for two copiers expires in June 2020 and July 2021. The lease term for the flatbed scanner expires in February 2021. The term for software maintenance extends to May 31, 2020. Lease expense for the current year totaled \$52,603.

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The following is a schedule of future minimum rental payments required under operating leases that have initial or remaining non-cancelable lease terms exceeding one year as of June 30, 2019:

Year Ending	
2020	\$ 48,018
2021	5,291
2022	161
2023	-
2024	-
	<u>\$53,470</u>

**NOTE 11 – LONG-TERM LIABILITIES**

Long-term liabilities include the following:

	<u>Beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending</u>
Compensated absences	\$ 15,497	\$ 33,238	\$ 32,470	\$ 16,265
Post-employment benefits	993,552	11,874	-	1,005,426
Net pension liability	<u>1,145,985</u>	<u>164,451</u>	-	<u>1,310,436</u>
	<u>2,155,034</u>	<u>209,563</u>	<u>32,470</u>	<u>2,332,127</u>

**NOTE 12 – OTHER POST-EMPLOYMENT BENEFITS**

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

*Benefits provided.* The clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 50% of retiree and 0% of dependent pre-Medicare health, Medicare Supplement, vision, and dental insurance premiums. The plan also provides for payment of 100% of retiree life insurance premiums.

*Employees covered by benefit terms.* At January 1, 2018, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefit payments	7
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	<u>15</u>
Total	<u><u>22</u></u>

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**Total OPEB Liability**

The Clerk's total OPEB liability of \$1,005,426 was measured as of June 30, 2019 and was determined by an actuarial valuation as of January 1, 2018.

*Actuarial assumptions and other inputs.* The Total OPEB liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.40%
Salary Increases, Including Inflation:	3.00%
Discount Rate:	3.13%
Health Care Cost Trend Rates	
Medical:	-4.76% in first year, then 6.75%, decreasing 0.25% per year to an ultimate rate of 5.0%
Medicare Supplement:	Initially 5.5%, decreasing 0.25% per year to an ultimate rate of 3.0%. Include 2% per year for aging.
Dental:	-0.69% for 2019, 3.25% for 2020, decreasing 0.25% per year to an ultimate rate of 3.0% for 2021 and later years.
Vision:	-9.98% for 2019, then 3.0% per year
Retirees' Share of Benefit-Related Costs:	
Medical:	50% for retirees and 100% per dependents.
Medicare Supplement:	50% for retirees and 100% per dependents.
Dental:	50% for retirees and 100% per dependents.
Vision:	50% for retirees and 100% per dependents.
Basic Life Insurance:	0%

The discount rate was based on the 6/30/2019 Fidelity General Obligations AA 20-Year Yield.

Mortality rates for active employees were based on the PubG.H-2010 Employee Mortality Table, Generational with Projection Scale MP-2018 for males and females, as appropriate.

Mortality rates for retired employees were based on the PubG.H-2010 Healthy Annuitant mortality table, Generational with Projection Scale MP-2018 for males and females, as appropriate.

The actuarial assumptions used in the June 30, 2018 valuation were based on those used in the Louisiana Clerks of Court Retirement and Relief Fund valuation and actuarial experience.

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**Changes in the Total OPEB Liability**

Balance at June 30, 2018	\$ 993,552
Changes for the year:	
Service cost	19,656
Interest cost	30,943
Differences between expected and actual experience	(77,753)
Changes in Assumptions/Inputs	88,308
Changes in Benefit Terms	-
Benefit payments	(49,280)
Administrative Expense	-
Net Changes	<u>11,874</u>
Balance at June 30, 2019	<u>\$ 1,005,426</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 (2.31 percent) or 1-percentage-point higher (4.31 percent) than the current discount rate:

	<u>1.0% Decrease</u> <u>2.31%</u>	<u>Discount Rate</u> <u>3.31%</u>	<u>1.0% Increase</u> <u>4.31%</u>
Total OPEB Liability	<u>\$ 1,192,357</u>	<u>\$ 1,005,426</u>	<u>\$ 860,524</u>

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates.* The following presents the total OPEB liability of the Clerk, as 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 or 1-percentage-point higher than the current healthcare cost trend rates:

	<u>1.0% Decrease</u>	<u>Trend Rate</u>	<u>1.0% Increase</u>
Total OPEB Liability	<u>\$ 912,141</u>	<u>\$ 1,005,426</u>	<u>\$ 1,136,029</u>

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

For the year ended June 30, 2019, the Clerk recognized an OPEB expense of \$53,600. At June 30, 2019, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

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	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 15,569	\$ 69,978
Changes of assumptions or other inputs	79,477	-
Total	\$ 95,046	\$ 69,978

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

<b>Year Ended June 30:</b>		
2020	\$	3,002
2021		3,002
2022		3,002
2023		3,002
2024		3,002
Thereafter		10,060

**NOTE 13 – PENSION PLAN**

*Plan Description.* Substantially all employees of the Iberville Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund, a cost-sharing, multiple-employer defined benefit pension plan, which was established in accordance with La. Revised Statute 11:1501 to provide regular, disability and survivor benefits for clerks of court, their deputies and other employees, and their beneficiaries. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

The Louisiana Clerks' of Court Retirement and Relief Fund of Louisiana has issued a stand-alone report on their financial statements for the year ended June 30, 2018. Access to the report can be found on the Louisiana Legislative Auditor's website, [www.la.la.gov](http://www.la.la.gov)

**Retirement Benefits.** A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of 55 years (age 65 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, is equal to 3% 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 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

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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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 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.** If a member who has less than 5 years of credited service dies, his accumulated contributions are paid to his designated beneficiary. If a member has 5 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 reduced  $\frac{1}{4}$  of 1% for each month by which payments commence in advance of the member's earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children shall be paid  $\frac{1}{2}$  of the member's accrued retirement benefit in equal shares. 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 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 benefit 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 may receive, at his option, a lump sum payment from 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. 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. Interest accruals cease upon termination of employment.

**IBERVILLE PARISH CLERK OF COURT  
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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 the 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 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 the 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.** The Board of Trustees is authorized to provide a cost of living increase to members who have been retired for at least one full calendar year. The increase cannot exceed the lesser of 2.5% of the retiree's benefit or an increase of \$40 per month. The Louisiana statutes allow the Board to grant an additional cost of living increase to all retirees and beneficiaries over age 65 equal to 2% of the benefit paid on October 1, 1977, or the member's retirement date if later. In order to grant any cost of living increase, the Fund must meet criteria as detailed in the Louisiana statutes related to funding status. In lieu of granting a cost of living increase as described above, 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.* Contribution requirements are actuarially determined each year. For the year ending June 30, 2019, the Clerk's rate was 19% of annual covered payroll while the employees contributed 8.25%. Contributions to the Fund also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The Clerk of Court's contributions to the system for the years ending June 30, 2019, 2018, and 2017 were \$154,121, \$139,061, and \$140,716, respectively.

*Pension Liabilities, Pension Expense, Deferred Outflows and Inflows of Resources Related to Pensions.* At June 30, 2019, the Clerk reported a liability of \$1,310,436 for its proportionate share of the Fund's net pension liability. The net pension liability was measured as of June 30, 2018, 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 net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Clerk's proportion was .787853%, which was an increase of .030394% from its proportion measured at June 30, 2017.

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

Pension expense of \$255,443 was recognized for the year ended June 30, 2019, plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$1,910.

Deferred outflows and inflows of resources related to pensions were reported from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 34,778	\$ (12,946)
Changes of assumptions	136,150	-
Net difference between projected and actual earnings on pension plan investments	25,014	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	75,775	(79,933)
Employer contributions subsequent to the measurement date	154,121	-
<b>Total</b>	<b>\$ 425,838</b>	<b>\$ (92,879)</b>

The Iberville Clerk of Court reported a total of \$154,121 as deferred outflows of resources related to pension contributions made subsequent to the measurement period of June 30, 2018, which will be recognized as a reduction in net pension liability for the year ended June 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<b>Year</b>	
2020	\$ 114,217
2021	48,048
2022	(25,070)
2023	41,643
	<b>\$ 178,838</b>

*Actuarial Assumptions.* The total pension liability in the June 30, 2018 actuarial valuation was determined using the entry age normal cost method and the following actuarial assumptions, applied to all periods included in the measurement:

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**Actuarial Assumptions:**

**Expected Remaining**

<b>Service Lives</b>	5 years
<b>Investment Rate of Return</b>	6.75%, net of investment expense
<b>Inflation Rate</b>	2.50%
<b>Projected Salary Increases</b>	5.00%

**Cost of Living Adjustments** The present value of future retirement benefits is based on benefits currently being paid by the Fund and included previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees as they were deemed not to be substantially automatic.

**Mortality Rates**

RP-2000 Employee Table (set back 4 years for males and 3 years for females)/RP-2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females)/RP-2000 Healthy Annuitant Table (set forward 1 year for males) and projected to 2030 using scale AA for males and females.

The actuarial assumptions used are based on the assumptions used in the 2018 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009 through June 30, 2014, unless otherwise specified. In cases where benefit structures were changed after the experience study period, assumptions were based on future experiences.

The mortality rate assumption used was verified by combining data from this plan with three 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, 2009 through June 30, 2014.

The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The results 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 expenses and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighing the expected future rates of return by the target asset allocation percentage and by adding expected inflation. The long-term rate of return was 7.10%, for the year ended June 30, 2018. The best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2018, are summarized in the following table:

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Core fixed income	5.0%	1.75%
Core plus fixed income	15.0%	2.00%
Domestic Equity:		
Large cap domestic equity	21.0%	4.50%
Non-large cap domestic equity	7.0%	4.75%
International Equity:		
Large cap international equity	14.0%	4.75%
Small cap international equity	6.5%	4.50%
Emerging markets	6.5%	6.25%
Real Estate	10.0%	4.00%
Master Limited Partnerships	5.0%	6.00%
Hedge Funds	10.0%	3.50%
	<u>100.0%</u>	

The discount rate used to measure total pension liability was 6.75%. 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 Fund's actuary. Based on those assumptions, the Fund'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.

*Sensitivity of the Clerk's Proportionate Share of Net Pension Liability to Changes in Discount Rate.* The following presents the Clerk's proportionate share of the net pension liability calculated using the discount rate of 6.75%, as well as what it 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:

	<b>1.0% Decrease 5.75%</b>	<b>Current Discount Rate 6.75%</b>	<b>1.0% Increase 7.75%</b>
Net Pension Liability	\$ 2,003,366	\$ 1,310,436	\$ 736,059

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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NOTE 14 – DEFERRED COMPENSATION PLAN

All full-time employees of the Clerk are eligible to participate in the Louisiana Public Employees Deferred Compensation Plan, a salary deferral plan established pursuant to Internal Revenue Code 457 and La Revised Statute 42:1301-1308. The plan is administered by the Louisiana Deferred Compensation Commission.

Employees may contribute up to 25% of their annual salary (not to exceed \$18,000 if under 50 years of age or \$24,000 if over 50 years of age) on a pre-tax basis. The Clerk has elected to match dollar for dollar up to 10% of employee contributions. The contributions are fully vested immediately and are remitted to a third-party administrator each payday where they are deposited to an account in the employee's name. The Clerk of Court does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the years ended June 30, 2019, 2018 and 2017, the Clerk's matching funds totaled \$60,737, \$56,244 and \$49,378, respectively.

NOTE 15 – DEFICIT NET POSITION

The Clerk reported a deficit net position in the General Fund of \$1,137,782 on the statement of net position. This was a result of recognizing obligations for pensions required by GASB Statement No. 68 and other post-employment benefits required by GASB Statement No. 75.

NOTE 16 – RELATED PARTY TRANSACTIONS

There were no related party transactions that require disclosure.

NOTE 17 – LITIGATION

There is currently no pending or existing litigation on behalf of or against the Clerk.

NOTE 18 – RISK MANAGEMENT

The Clerk is exposed to various risks of loss related to limited torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Clerk carries commercial insurance. There have been no significant reductions in coverage from the prior year.

NOTE 19 – SUBSEQUENT EVENTS

The Clerk of Court evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through December 27, 2019, which is the date the financial statements were available to be issued. There were no events occurring after this date included in the financial statements.

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**REQUIRED SUPPLEMENTARY INFORMATION  
(PART 2 OF 2)**

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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
YEAR ENDED JUNE 30, 2019**

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Intergovernmental revenues	\$ 23,400	\$ 24,500	\$ 24,500	\$ -
Charges for services:				
Court costs and fees	1,085,500	1,214,300	1,216,611	2,311
Certified copies and data processing	91,500	74,700	74,581	(119)
Licenses	3,500	5,200	5,615	415
Recording fees	311,000	425,000	439,579	14,579
Interest earned	14,000	23,450	23,897	447
Grant proceeds	-	27,314	27,314	-
Other revenues	8,500	1,000	708	(292)
Total Revenues	1,537,400	1,795,464	1,812,805	17,341
<u>EXPENDITURES</u>				
General government	1,492,929	1,766,129	1,812,023	(45,894)
Capital outlay	7,500	8,000	7,855	145
Total Expenditures	1,500,429	1,774,129	1,819,878	(45,749)
Change in Fund Balances	36,971	21,335	(7,073)	(28,408)
Fund Balances, beginning	792,131	792,131	792,131	-
Fund Balances, ending	829,102	813,466	785,058	(28,408)

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY  
AND RELATED RATIOS  
YEAR ENDED JUNE 30, 2019**

<b>Total OPEB Liability:</b>	<b>2018</b>	<b>2019</b>
Service costs	\$ 20,593	\$ 19,656
Interest	34,839	30,943
Changes in benefit terms	-	-
Differences between expected and actual experience	19,461	(77,753)
Changes in assumptions or other inputs	-	88,308
Benefit payments	(46,293)	(49,280)
	<hr/>	<hr/>
<b>Net Change in Total OPEB Liability</b>	28,600	11,874
<b>Total OPEB Liability - beginning</b>	964,952	993,552
	<hr/>	<hr/>
<b>Total OPEB Liability - ending</b>	993,552	1,005,426
	<hr/>	<hr/>
 Covered Employee Payroll	 731,898	 811,164
 Total OPEB Liability as a Percentage of Covered Payroll	 135.75%	 123.95%

**Notes to Schedule:**

*Changes to Benefit Terms - None*

*Changes in Assumptions - Changes in assumptions and other inputs reflect the effect of changes in the discount rate each period. The following are the discount rates used in each period:*

2018 - 3.62%

2019 - 3.13%

**Mortality Rates**

2018 - RPH-2014 Employee and Healthy Annuity, Generational with MP-2018

2019 - PubG.H-2010 Employee and Healthy Annuitant, Generational with MP-2018.

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

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
SCHEDULE OF IBERVILLE PARISH CLERK OF COURT'S PROPORTIONATE  
SHARE OF THE NET PENSION LIABILITY  
YEAR ENDED JUNE 30, 2019**

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<u>Year</u>	<u>Employer's Proportion of the Net Pension Liab (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liab (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liab (Asset) as a Percentage of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability</u>
2019	0.78785%	\$ 1,310,436	\$ 811,164	161.55%	79.07%
2018	0.75746%	\$ 1,145,985	\$ 731,898	156.58%	79.69%
2017	0.84860%	\$ 1,569,895	\$ 740,608	211.97%	74.17%
2016	0.83700%	\$ 1,255,531	\$ 774,559	162.09%	78.13%
2015	0.74851%	\$ 1,009,630	\$ 732,045	137.92%	79.37%

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

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
SCHEDULE OF IBERVILLE PARISH CLERK OF COURT'S CONTRIBUTIONS  
YEAR ENDED JUNE 30, 2019**

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<u>Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
2019	\$ 154,121	\$ 154,121	\$ -	\$ 811,164	19.00%
2018	\$ 139,061	\$ 139,061	\$ -	\$ 731,898	19.00%
2017	\$ 140,716	\$ 140,716	\$ -	\$ 740,608	19.00%
2016	\$ 147,166	\$ 147,166	\$ -	\$ 774,559	19.00%
2015	\$ 143,875	\$ 143,875	\$ -	\$ 732,045	19.65%

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

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**SUPPLEMENTARY INFORMATION**

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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
SCHEDULE OF COMPENSATION, BENEFITS AND  
OTHER PAYMENTS TO AGENCY HEAD  
YEAR ENDED JUNE 30, 2019**

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**Agency Head**

Amy Matirne Patin  
Clerk of Court

**Purpose**

Salaries/allowances  
Benefits - retirement  
Benefits - deferred compensation  
Benefits - group insurance  
Travel:  
    Convention - registration fees  
    Convention - lodging

**Amount**

\$ 192,927  
39,343  
10,804  
-  
500  
1,191

Total Compensation, Benefits and Other Payments

244,765

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
COMBINING STATEMENT OF FIDUCIARY NET POSITION  
AGENCY FUNDS  
JUNE 30, 2019**

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	Advance Deposit <u>Fund</u>	Registry of Court <u>Fund</u>	Civil Jury <u>Fund</u>	<u>Total</u>
<u>ASSETS</u>				
Cash and cash equivalents	\$ 252,056	\$ 1,396,558	\$ 186	\$ 1,648,800
Due from other funds	86	-	-	86
Due from litigants/others	65,597	-	-	65,597
Investments	1,676,276	-	-	1,676,276
	<hr/>			
Total Assets	1,994,015	1,396,558	186	3,390,759
<hr/>				
<u>LIABILITIES</u>				
Due to other funds	54,874	-	86	54,960
 <u>NET POSITION</u>				
Held in trust for others	1,939,141	1,396,558	100	3,335,799
	<hr/>			
Total Liabilities and Net Position	1,994,015	1,396,558	186	3,390,759
	<hr/>			

**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA  
SCHEDULE OF CHANGES IN FIDUCIARY NET POSITION  
AGENCY FUNDS  
YEAR ENDED JUNE 30, 2019**

	Advance Deposit <u>Fund</u>	Registry of Court <u>Fund</u>	Civil Jury <u>Fund</u>
<b>Additions</b>			
Interest earned	\$ -	\$ 1,584	\$ -
Judgements	-	47,341	-
Suits and successions	1,619,680	-	-
Transfers for civil juries	-	-	29,295
Gain on investments	3,421	-	-
<b>Total Additions</b>	<b>1,623,101</b>	<b>48,925</b>	<b>29,295</b>
<b>Deductions</b>			
Payments to civil juries	-	-	29,295
Settlement to litigants/others	-	626,930	-
Clerk's costs	932,142	-	-
Sheriff's fees	172,887	-	-
Other reductions	819,157	-	-
<b>Total Deductions</b>	<b>1,924,187</b>	<b>626,930</b>	<b>29,295</b>
Change in Net Position	(301,086)	(578,006)	-
Net Position, beginning of year	2,240,227	1,974,563	100
Net Position, end of year	1,939,141	1,396,558	100

# **BAXLEY AND ASSOCIATES, LLC**

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To The Honorable Amy Matirne Patin  
Iberville Parish Clerk of Court  
Plaquemine, Louisiana

## **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**

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 Iberville Parish Clerk of Court as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Iberville Parish Clerk of Court's basic financial statements and have issued our report thereon dated December 27, 2019.

### **Internal Control Over Financial Reporting**

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

*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 preceding paragraph 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 may exist that have not been identified.

**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*  
(continued)**

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Clerk of Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the 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 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 Clerk of Court's internal control over financial reporting 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 25:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

*Baxley & Associates, LLC*

Plaquemine, Louisiana  
December 27, 2019

**IBERVILLE PARISH CLERK OF COURT  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED JUNE 30, 2019**

**A. SUMMARY OF AUDITOR'S RESULTS**

*Financial Statements*

Type of auditor's report issued: *unqualified*

Internal control over financial reporting:

- Material weaknesses identified?                     yes        no
- Significant deficiencies identified that are  
not considered to be material weaknesses?        yes        no
- Noncompliance material to financial  
statements noted?                                         yes        no

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

There were no findings for the year ended June 30, 2019.

**IBERVILLE PARISH CLERK OF COURT  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2019**

There were no findings in the prior audit year.

**IBERVILLE PARISH CLERK OF COURT  
INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES  
FOR THE YEAR ENDED JUNE 30, 2019**

# BAXLEY AND ASSOCIATES, LLC

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To the Honorable Amy Matirne Patin  
Iberville Parish Clerk of Court and the Louisiana Legislative Auditor  
Plaquemine, Louisiana

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

We have performed the procedures enumerated below, which were agreed to by the Iberville Parish Clerk of Court and the Louisiana Legislative Auditor (LLA) on the control and compliance areas (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2018 through June 30, 2019. The Clerk of Court's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

### ***Written Policies and Procedures***

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1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
  - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) ***Disbursements***, including processing, reviewing, and approving
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category for items a through j since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category for items a through j.*

*No exceptions were noted as a result of applying the above procedure at item k.*

**Board or Finance Committee**

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

*Findings:*

*The entity does not have a board or Finance Committee as the Clerk of Court is an elected official responsible for all oversight of the entity.*

*Therefore, this procedure was not applicable to the Iberville Parish Clerk of Court.*

### **Bank Reconciliations**

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

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

### **Collections**

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

*Findings:*

*We obtained a listing of deposit sites and a representation from management that the listing was complete.*

*No exceptions were noted as a result of applying the procedure.*

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees that are responsible for cash collections do not share cash drawers/registers.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

*Findings:*

*No exceptions were noted as a result of applying the procedure.*

- 6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

*Findings:*

*All employees who have access to cash are covered by a bond or insurance policy for theft.*

*No exceptions were noted as a result of applying the procedure.*

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
- e) Trace the actual deposit per the bank statement to the general ledger.

*Findings:*

*No exceptions were noted as a result of applying the procedure.*

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

- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement matched the related original invoice/billing statement.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

**Credit Cards/Debit Cards/Fuel Cards/P-Cards**

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

**Travel and Travel-Related Expense Reimbursements (excluding card transactions)**

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
  - a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

**Contracts**

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15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
  - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

**Payroll and Personnel**

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16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

### **Ethics**

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20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
  - a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

### **Debt Service**

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21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

**Other**

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23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

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

*Findings:*

*Based on the terms of the Agreed-Upon Procedures, we are allowed to rotate procedures in this category since there were no exceptions in prior years. Management agrees that procedures do not need to be performed in this category.*

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

*Baxley & Associates, LLC*

Plaquemine, Louisiana  
December 27, 2019

**IBERVILLE PARISH CLERK OF COURT**

**Management's Response to Statewide Agreed-Upon Procedures  
For the Year Ended June 30, 2019**

There were no exceptions noted in performing the statewide agreed-upon procedures for the year ended June 30, 2019.