

CAMERON PARISH CLERK OF COURT  
Cameron, Louisiana

ANNUAL FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT

Year Ended June 30, 2025

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## INDEPENDENT AUDITORS' REPORT

December 29, 2025

Honorable Susan Racca  
Cameron Parish Clerk of Court  
Cameron, Louisiana

### Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Cameron Parish Clerk of Court, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Clerk of Court's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Clerk of Court, as of June 30, 2025, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Cameron Parish Clerk of Court, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant

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Cameron Parish Clerk of Court  
December 29, 2025  
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to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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

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

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

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

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the and budgetary comparison schedules, schedule of changes in net OPEB Liability, schedule of employer's proportionate share of net pension liability and the schedule of employer's contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, 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.

The Clerk of Court has not presented management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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 the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Cameron Parish Clerk of Court's basic financial statements. The judicial system funding schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Honorable Susan Racca  
Cameron Parish Clerk of Court  
December 29, 2025  
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### **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the schedule of compensation, benefits and other payments to agency head or chief executive officer and the schedules required by state law but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

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

In accordance with Government Auditing Standards, we have also issued our report dated December 29, 2025, on our consideration of the Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Clerk of Court's internal control over financial reporting and compliance.

*Drayson, Cassidy: Skully*

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

CAMERON PARISH CLERK OF COURT

STATEMENT OF NET POSITION

June 30, 2025

ASSETS	
Cash	\$ 696,751
Accounts receivable, net	7,226
Prepaid Expenses	1,786
Capital assets, net of accumulated depreciation	14,838
TOTAL ASSETS	<u>\$ 720,601</u>
DEFERRED OUTFLOWS OF RESOURCES	
	<u>\$ 168,825</u>
LIABILITIES	
Accounts payable	\$ 14,449
Accrued payroll liabilities	263
Noncurrent liabilities	
Compensated absences	45,234
Other post-employment benefits payable	807,711
Net pension liability	528,031
TOTAL LIABILITIES	<u>\$ 1,395,688</u>
DEFERRED INFLOWS OF RESOURCES	
	<u>\$ 225,164</u>
NET POSITION	
Net investment in capital assets	\$ 14,838
Unrestricted	(746,264)
TOTAL NET POSITION	<u>\$ (731,426)</u>

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

CAMERON PARISH CLERK OF COURT

STATEMENT OF ACTIVITIES

Year Ended June 30, 2025

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net Revenues (Expenses) and Changes in Net Position</u>
		<u>Fees, Fines and Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental Activities:				
Judicial	\$ 698,014	\$ 728,142	\$ -	\$ 30,128
		General Revenues:		
		Interest		23,142
		Intergovernmental revenues		43,850
		Miscellaneous		1,018
		Total General Revenues		<u>68,010</u>
Changes in Net Position				98,138
Net Position - Beginning				<u>(829,564)</u>
Net Position - Ending				<u>\$ (731,426)</u>

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

FUND FINANCIAL STATEMENTS

CAMERON PARISH CLERK OF COURT  
BALANCE SHEET - GOVERNMENTAL FUNDS

June 30, 2025

	General
<b>ASSETS</b>	
Cash	\$ 696,751
Accounts receivable, net	7,226
Prepaid Expenses	1,786
TOTAL ASSETS	705,763
<b>LIABILITIES</b>	
Accounts payable	14,449
Accrued payroll liabilities	263
TOTAL LIABILITIES	14,712
<b>FUND BALANCE</b>	
Unassigned	691,051
TOTAL LIABILITIES AND FUND BALANCE	\$ 705,763

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

CAMERON PARISH CLERK OF COURT  
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUND  
TO THE STATEMENT OF NET POSITION

June 30, 2025

Total fund balance for governmental fund at June 30, 2025		\$ 691,051
Total net position reported for governmental activities in the Statement of Net Position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Capital assets, net of \$106,211 accumulated depreciation		14,838
Deferred outflows and inflows for pension resources are not financial resources or currently payable:		
Deferred inflows related to pension	\$ (128,148)	
Deferred inflows related to OPEB	(97,016)	
Deferred outflows related to pension	102,166	
Deferred outflows related to OPEB	66,659	(56,339)
Long-term liability which is not included as a liability in the governmental fund type balance sheet:		
Compensated absences	(45,234)	
Other post-employment benefits payable	(807,711)	
Net pension asset (liability)	(528,031)	(1,380,976)
Total net position of governmental activities at June 30, 2025		\$ (731,426)

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

CAMERON PARISH CLERK OF COURT

STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

Year Ended June 30, 2025

	<u>General</u>
REVENUES	
Intergovernmental	\$ 43,850
Charges for services:	
Court fees and costs	285,436
Certified copies and data processing	168,224
Licenses	1,191
Recording fees	273,291
Interest earned	23,142
Miscellaneous income	1,018
Total revenues	<u>796,152</u>
EXPENDITURES	
Judicial	<u>723,235</u>
EXCESS OF REVENUES OVER EXPENDITURES	72,917
FUND BALANCE - BEGINNING OF YEAR	<u>618,134</u>
FUND BALANCE - ENDING OF YEAR	<u><u>\$ 691,051</u></u>

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

CAMERON PARISH CLERK OF COURT

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - GOVERNMENTAL FUND TO THE STATEMENT OF  
ACTIVITIES

Year Ended June 30, 2025

Total net changes in fund balance at June 30, 2025 per Statement of Revenues, Expenditures and Changes in Fund Balances	\$ 72,917
The change in net position reported for governmental activities in the Statement of Activities is 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 and reported as depreciation expense.	
Depreciation expense for the year ended June 30, 2025	(4,352)
Net increase in compensated absences	(9,622)
In the Statement of Activities, post employment benefits are measured by the amounts incurred during the year. In the governmental funds, however, expenditures for this item are measured by the amount of financial resources used (essentially the amounts actually paid).	
	41,977
Net pension expense is reported in the governmental funds as well as expenditures as they are paid, however, in the statement of activities the net position expense is reported according to estimates required by GASB 68:	
Pension expense paid	<u>(2,782)</u>
Total changes in net position at June 30, 2025 per Statement of Activities	<u>\$ 98,138</u>

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

CAMERON PARISH CLERK OF COURT  
STATEMENT OF NET POSITION - FIDUCIARY FUNDS

June 30, 2025

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Indigent Transcript Fund</u>	<u>Total Custodial Funds</u>
<b>ASSETS</b>				
Cash and cash equivalents	<u>\$ 365,315</u>	<u>\$ 171,881</u>	<u>\$ 13,805</u>	<u>\$ 551,001</u>
Total Assets	<u><u>\$ 365,315</u></u>	<u><u>\$ 171,881</u></u>	<u><u>\$ 13,805</u></u>	<u><u>\$ 551,001</u></u>
<b>LIABILITIES</b>				
Due to others	<u>\$ 365,315</u>	<u>\$ 171,881</u>	<u>\$ 13,805</u>	<u>\$ 551,001</u>
Total Liabilities	<u><u>\$ 365,315</u></u>	<u><u>\$ 171,881</u></u>	<u><u>\$ 13,805</u></u>	<u><u>\$ 551,001</u></u>

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

CAMERON PARISH CLERK OF COURT  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

Year Ended June 30, 2025

	Advance Deposit Fund	Registry of Court Fund	Indigent Transcript Fund	Total Custodial Funds
<b>ADDITIONS</b>				
Suits and successions	\$ 310,853	\$ 8,292	\$ 3,950	\$ 323,095
Interest income	4,878	298	81	5,257
Total revenues	<u>315,731</u>	<u>8,590</u>	<u>4,031</u>	<u>328,352</u>
<b>DEDUCTIONS</b>				
Clerk's costs	185,038	-	-	185,038
Sheriff's fees	17,582	-	-	17,582
Other costs	30,734	-	-	30,734
Settlements to litigants and others	58,211	10,010	4,500	72,721
Total expenses	<u>291,565</u>	<u>10,010</u>	<u>4,500</u>	<u>306,075</u>
CHANGES IN ASSETS AND LIABILITIES	24,166	(1,420)	(469)	22,277
DUE TO OTHERS - BEGINNING	<u>341,149</u>	<u>173,301</u>	<u>14,274</u>	<u>528,724</u>
DUE TO OTHERS - ENDING	<u>\$ 365,315</u>	<u>\$ 171,881</u>	<u>\$ 13,805</u>	<u>\$ 551,001</u>

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

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. REPORTING ENTITY

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

These financial statements present the Cameron Parish Clerk of Court (Clerk of Court) as the primary government. As defined by the governmental accounting standards board (GASB), GASB No. 14, component units are legally separate entities that are included in the reporting entity because of the significance of their operating or financial relationships. The GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Since the Clerk of Court is legally separate and fiscally independent, the Clerk of Court is a separate governmental reporting entity. The Cameron Parish Police Jury (Police Jury) maintains and operates the parish courthouse in which the Clerk of Court's office is located. These transactions between the Clerk of Court and the Police Jury are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability.

As an independent elected official, the Clerk of Court is solely responsible for the operations of his office, which includes the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds.

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

2. BASIS OF PRESENTATION

The accompanying basic financial statements of the Clerk of Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Government - Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Clerk of Court as a whole. They include all funds of the Clerk of Court, which are considered to be governmental activities. Fiduciary funds are reported only in the Statement of Fiduciary Net Position - Custodial Funds at the fund financial statement level.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all the Clerk of Court's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in the net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

the timing of related cash flows. The types of transactions reported as program revenues for the Clerk of Court are reported in three categories: 1) charges for service, 2) operating grants and contributions, and 3) capital grants and contributions.

Fund Financial Statements (FFS)

The accounts of the Clerk of Court are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistently with legal and managerial requirements. The various funds of the Clerk of Court are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major governmental funds. A fund is considered major if it is the primary operating fund of the entity or total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund is at least ten percent of the corresponding total for all funds of that category or type.

The Clerk of Court's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the Clerk of Court are described as follows:

Governmental Fund Types

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

Fiduciary Fund Type - Custodial Funds

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

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

Fund Financial Statements (FFS)

The Advance Deposit Fund, as provided by Louisiana Revised Statute 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 Louisiana Revised Statute 13:475, accounts for funds that have been ordered by the Clerk of Court to be held until judgment has been rendered in court litigation. Withdrawal of these funds can be made only upon order of the court.

Cameron Parish Clerk of Court  
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Notes to the Financial Statements

June 30, 2025

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

3. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

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

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

Revenues

Revenues are recorded in the period in which they are measurable and available.

Expenditures

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

Other Financing Sources (Uses)

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

4. BUDGET PRACTICES

The Clerk of Court uses the following mandated requirements for budget practices:

1. A proposed budget is prepared and submitted to the Clerk of Court for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection for the fiscal year no later than fifteen days prior to the beginning of each fiscal year. At the same time, a public hearing is called.

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Clerk of Court.

5. CASH AND INTEREST-BEARING DEPOSITS

The cash and cash equivalents of the Clerk of Court are subject to the following risks.

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Clerk of Court will not be able to recover its 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 financial agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the District's name.

*Interest Rate Risk:* This is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity is its fair value to changes in market interest rates. The Clerk of Court does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, as a means of offsetting exposure to interest rate risk, the Clerk of Court diversifies its investments by security type and institution.

*Credit Risk:* Generally, credit risk is the risk that the issuer of a debt type investment will not fulfill its obligation to the holder of the investment. U.S. government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure. The Clerk of Court's investments comply with Louisiana Statutes (LSA R.S. 33:2955). Under state law, the Clerk of Court may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Clerk of Court may invest in United States bonds, treasury notes and bills, government-backed agency securities, or certificates of time deposits of state banks organized under Louisiana law and national banks organized under Louisiana law and national banks having principal offices in Louisiana.

Cameron Parish Clerk of Court  
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Notes to the Financial Statements

June 30, 2025

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

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

6. ACCOUNTS RECIEVABLE

Uncollectible amounts due for receivables are recognized as bad debts by direct write-off at the time information becomes available which would indicate the collectability of the particular receivable. Although the specific charge-off method is not in conformity with GAAP, the departure was not considered to be material at June 30, 2025.

7. CAPITAL ASSETS

Capital assets are capitalized at historical cost. The Clerk of Court maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method. Furniture and equipment are depreciated for 5 years.

8. COMPENSATED ABSENCES

The Clerk has the following policy relating to deferred compensation (comp time), vacation and sick leave:

Vacation leave accrues as follows:

1. Upon completion of six-month introductory period, 5 days per year
2. After 2 years of continuous service, 10 days per year
3. After 10 years of continuous service, 15 days per year

Vacation leave is not cumulative; any vacation not used by the calendar year end is forfeited unless the Clerk gives special approval. Personal/Sick leave is granted to all full-time employees. Sick leave is credited at the rate of one full day for each calendar month of continuous service.

The cost of leave privileges is recognized as current year expenditures in the General Fund when leave is earned. The cost of leave privileges not requiring sources is reflected in the government-wide financial statements. As of June 30, 2025, employees of the Clerk have accumulated \$45,234 in leave privileges.

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

9. LONG-TERM LIABILITIES

All long-term liabilities to be repaid from governmental resources are reported as liabilities in the government-wide statements. The long-term liabilities consist of compensated absences payable, pension liability, and other post-retirement benefits.

10. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delay recognition of expenditures or revenues, respectively. At June 30, 2025, the Clerk of Court deferred inflows and outflows of resources are attributable to its pension plan and other post-employment benefits plan (OPEB), which is reported in the government-wide statement.

11. EQUITY CLASSIFICATIONS

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

1. Investment in capital assets, net of related debt - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted net position - This amount has constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
3. Unrestricted net position - All other net position that do not meet the definition of restricted or invested in capital assets, net of related debt.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Clerk of Court considers restricted funds to have been spent first.

12. FUND EQUITY

Accounting standards required governmental fund balances to be reported in as many as five classifications as listed below:

Non-spendable - amounts that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Committed - amounts that can be used only for specific purposes determined by a formal action of the Clerk of Court. The Clerk of Court is the highest level of decision-making authority for the Clerk of Court's Office. Commitments may be established, modified, or rescinded only through resolutions approved by the Clerk of Court.

Assigned - amounts that do not meet the criteria to be classified as restricted or committed, but that are intended to be used for specific purposes. Under the Clerk of Court's adopted policy, only he may assign amounts for specific purposes.

Unassigned - all other spendable amounts.

When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Clerk of Court considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Clerk of Court has provided otherwise in his commitment or assignment actions.

13. INTERFUND TRANSACTIONS

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

14. ESTIMATES

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

15. SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 29, 2025, the date the financial statements were available to be issued.

16. RECEIVABLES

The receivables balance as of June 30, 2025 was \$7,226, which consists of charges for services.

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE B - CASH AND INTEREST-BEARING DEPOSITS

At June 30, 2025, the Clerk of Court has cash and interest-bearing deposits (book balances) totaling \$1,247,753 as follows:

	Governmental <u>Activities</u>	Fiduciary <u>Activities</u>	<u>Total</u>
Cash and cash equivalents	\$ 696,751	\$ 551,001	\$ 1,247,752
Total	\$ 696,751	\$ 551,001	\$ 1,247,752

These deposits are stated at cost, which approximates fair value. Custodial credit risk is the risk that the event of a bank failure, the Clerk of Court's deposits may not be returned. The Clerk of Court does not have a policy for custodial credit risk, however, 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. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Included in cash and cash equivalents for governmental activities is \$486,579 invested with Louisiana Asset Management Pool (LAMP). Certificates of deposit are classified as investments in the financial statements as their original maturities exceed 90 days.

At June 30, 2025, the Clerk of Court had \$644,497 in deposits (collected bank balances) in local financial institutions. Of the bank balance, \$644,497 was covered by federal depository insurance, \$0 was covered by pledge securities (Category 3). Even though the pledge securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39.1229 impose 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.

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 of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA - R.S. 33:2955. GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE B - CASH AND INTEREST-BEARING DEPOSITS - CONTINUED

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

- Credit Risk: LAMP is rated AAAM by Standard and Poor's.
- Custodial Credit Risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- 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 60 days, and consists of no securities with a maturity more than 397 days. The WAM for LAMP's total investments is 90 days as of June 30, 2025.
- Foreign Currency Risk: Not applicable to 2a7-like pools.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company. The Clerk of Court places no limit on the amount invested in any one financial institution.

As a means of limiting the Clerk of Court's exposure to fair value losses arising from rising interest rates, the certificates of deposits have maturities of one year or less.

NOTE C – CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2025, is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital assets being depreciated:				
Furniture and equipment	\$ 121,049	\$ -	\$ -	\$ 121,049
Accumulated Depreciation	<u>(101,859)</u>	<u>(4,352)</u>	-	<u>(106,211)</u>
	<u>\$ 19,190</u>	<u>\$ (4,352)</u>	<u>\$ -</u>	<u>\$ 14,838</u>

Depreciation expense of \$4,352 was charged to the general government function.

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Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE D – LONG-TERM OBLIGATIONS

Long-term obligation activity for the year ended June 30, 2025 is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Net Compensated Absences	\$ 35,612	\$ 9,622	\$ -	\$ 45,234
Net Pension Liability	725,893	-	(197,862)	528,031
Net OPEB Liability	<u>796,516</u>	<u>11,195</u>	<u>-</u>	<u>807,711</u>
Total	<u>\$1,558,021</u>	<u>\$ 86,187</u>	<u>\$ (3,763)</u>	<u>\$1,380,976</u>

NOTE E – PENSION PLAN

Substantially all employees of the Clerk of Court are members of the Louisiana Clerks' of Court Retirement and Relief Fund, a cost sharing, multiple-employer defined benefit pension plan established in accordance with Louisiana Revised Statute 11:1501 to provide regular, disability, and survivor benefits for clerks of court, their deputies, and other employees and the beneficiaries of such clerks of court, their deputies, and other employees.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be accessed on their website: LACRF - [www.laclerksofcourt.org](http://www.laclerksofcourt.org).

Summary of significant accounting policies:

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

*Basis of accounting:*

The Fund's employer pension schedules are prepared using the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The members' earnable compensation is attributed to the employer for which the member is employed as of June 30, 2025.

Cameron Parish Clerk of Court  
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Notes to the Financial Statements

June 30, 2025

NOTE E – PENSION PLAN - CONTINUED

*Plan fiduciary net position:*

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

*Pension Amount Netting:*

The deferred outflows and deferred inflows of resources attributable to differences between projected and actual earnings on pension plan investments recorded in different years are netted to report only a deferred outflow or a deferred inflow on the schedule of pension amounts. The remaining categories of deferred outflows and deferred inflows are not presented on a net basis.

Plan description:

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

The following is a description of the plan and its benefits and it is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement benefits:

A member or former member shall be eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 years (age 60 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, is equal to 3% percent of the member's monthly average final compensation multiplied by the number of years of credited service, not to exceed 100% of the monthly average final compensation. The retirement benefit accrual rate is increased to 3 $\frac{1}{3}$ % for all service credit accrued after June 30, 1999 (for members hired prior to January 1, 2011). For members hired before July 1, 2006 and who retire prior to January 1, 2011, monthly average final compensation is based on the highest 36 consecutive months, with a limit increase of 10% in each of the last three years of measurement. For members hired after July 1, 2006, monthly average final compensation is based on the highest compensated 60

Cameron Parish Clerk of Court  
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Notes to the Financial Statements

June 30, 2025

NOTE E – PENSION PLAN – CONTINUED

consecutive months, or successive joined months if service was interrupted, with a limit increase of 10% in each of the last five years of measurement. For members who were employed prior to July 1, 2006 and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

Disability benefits:

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

Survivor benefits:

Upon the death of any active contributing member with less than five years of credited service, his/her accumulated contributions are paid to his/her designated beneficiary. Upon the death of any active contributing member with five or more years of credited service, automatic option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with option factors used as if the member had continued in service to earliest normal retirement age. Benefit payments are to commence on the date a member would have first become eligible for normal retirement, assuming continued service until that time. In lieu of a deferred survivor benefit, the surviving spouse may elect benefits payable immediately with benefits reduced  $\frac{1}{4}$  of 1% for each month by which payments commence in advance of member's earliest normal retirement age. If a member has no surviving spouse, the surviving minor 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 less than 12 years of service, the designated beneficiary may receive his/her accumulated contributions. Upon the death of any former member with 12 or more years of service, automatic option 2 benefits are payable to the surviving spouse with payments to commence on the member's retirement eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

Deferred retirement option plan (DROP):

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

Cameron Parish Clerk of Court  
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Notes to the Financial Statements

June 30, 2025

NOTE E – PENSION PLAN - CONTINUED

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

Upon termination, the member receives a lump sum payments from the DROP fund equal to the payments made to that fund on his behalf or a true annuity based in his account (subject to approval by the Board of Trustees). The monthly benefit payments that were being paid into the DROP fund are paid to the retiree and an additional benefit based on his additional service rendered since termination of DROP participation is calculated using the normal method of benefit computation. Prior to January 1, 2011, the average compensation used to calculate the additional benefit is that used to calculate the original benefit unless his period of additional service is at least 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 the original benefit or the compensation earned in the period of additional service divided by the number of months of additional service. For former DROP participants who retire after December 30, 2010, the period used to determine final average compensation for post-DROP service is 36 months plus the number of whole months elapsed from January 1, 2011 to the date of DROP entry. In no event can the entire monthly benefit amount paid to the retiree exceed 100% of the average compensation used to compute the additional benefit. If a participant dies during the period of participation in the program, a lump sum payment equal to his account balance is paid to his named beneficiary or, if none, to his estate.

Cost-of-living adjustments (COLA):

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

Employer contributions:

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2025, the actual employer contribution rate was 23.00%. Employer proportionate share of contribution for the year ended June 30, 2025 was \$78,558.

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE E – PENSION PLAN – CONTINUED

In accordance with state statute, the Fund also receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities. Non-employer contributions are recognized as revenue during the year and excluded from pension expense. Non-employer contribution revenue for the year ended June 30, 2025, was \$44,012.

Pension liabilities, pension expense, and deferred outflows of resources and deferred inflows of resources related to pensions:

At June 30, 2025, the Clerk of Court reported a liability of \$528,031 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of June 30, 2024 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk of Court's proportion of the net pension liability was based on a projection of the Clerk of Court's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2025, the Clerk of Court's proportion was 0.337429%, which didn't have a change from its proportion measured as of June 30, 2024.

Pension liabilities, pension expense, and deferred outflows of resources and deferred inflows of resources related to pensions: - (continued)

For the year ended June 30, 2025, the Clerk of Court recognized pension expense of \$2,782, less employer's amortization of changes in the proportionate share and differences between the employer contributions and the proportionate share of contributions. The Clerk of Court recognized revenue of \$44,012 as its proportionate share of non-employer.

At June 30, 2025, the Clerk of Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows	Deferred Inflows
Differences Between Expected and Actual Experience	\$ 1,843	\$ 13,374
Changes of Assumptions	11,623	-
Changes in Proportions	5,604	38,900
Contributions subsequent to the measurement date	83,096	-
Net difference between projected and actual earnings on pension plan investments	-	43,082
Total	\$ 102,166	\$ 128,148

The Clerk of Court reported a total of \$83,096 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2025, which will be recognized as a reduction in net pension liability in the year ended June 30, 2026.

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Notes to the Financial Statements

June 30, 2025

NOTE E – PENSION PLAN – CONTINUED

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

Year Ending June, 30,	
2025	\$ (37,341)
2026	38,355
2027	(44,024)
2028	<u>(33,276)</u>
	<u>\$ (76,286)</u>

Actuarial assumptions:

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2025 is as follows:

Valuation Date	June 30, 2024
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.55%, net of investment expense,
Projected salary increases	1-5 years of service - 6.2% 5 years or more - 5.0%
Inflation Rate	2.40%
Mortality	Pub- 2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 improvement scale
Expected Remaining Service Lives	2023 - 5 years 2022 - 5 years 2021 - 5 years 2020 - 5 years 2019 - 5 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE E – PENSION PLAN – CONTINUED

The actuarial assumptions used are based on the assumptions used in the 2024 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2014 through June 30, 2019, unless otherwise specified. In cases where benefit structures were changes after the experience study period, assumptions were based on future experiences.

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

The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

These ranges were combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 5.81%, for the year ended June 30, 2023. 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, 2023, is summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income:		
Domestic Bonds	30.0%	2.50%
International Bonds	0.0%	3.50%
Domestic Equity	35.0%	7.50%
International Equity	20.0%	8.50%
Real Estate	15.0%	4.50%
System Total	100.00%	5.81%
Inflation		2.50%
Expected Arithmetic Return		8.31%

Cameron Parish Clerk of Court  
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Notes to the Financial Statements

June 30, 2025

NOTE E – PENSION PLAN – CONTINUED

The discount rate used to measure the total pension liability was 6.55%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by the Board of Trustees and the Public Retirement System's Actuarial Committee (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 to changes in discount rate:

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.55%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 5.55% or one percentage point higher 7.55% than the current rate as of June 30, 2025:

	Change in Discount Rate		
	<u>1% Decrease</u>	<u>Current Rate</u>	<u>1% Increase</u>
Discount rate	5.55%	6.55%	7.55%
Net pension liability	<u>\$ 870,642</u>	<u>\$ 528,031</u>	<u>\$ 239,035</u>

NOTE F - OTHER POST-EMPLOYMENT BENEFITS

General Information about the OPEB Plan

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

*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 Advantage, vision, and dental insurance premiums. The plan also provides for payment of 50% of retiree life insurance premiums. Retirees with at least 20 years of service are eligible for payment of 100% of retiree and dependent premiums by the Clerk.

Cameron Parish Clerk of Court  
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Notes to the Financial Statements

June 30, 2025

NOTE F - OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

*Employees covered by benefit terms:* At January 1, 2025, the following employees were covered by the benefit terms:

Active Employees	8
Inactive Employees currently receiving benefit payments	<u>6</u>
	<u>14</u>

Total OPEB Liability

The Clerk's total OPEB liability of \$807,711 was measured as of June 30, 2025 and was determined by an actuarial valuation as of January 1, 2025.

Actuarial assumptions and other inputs: The total OPEB liability in the June 30, 2025 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.4%
Discount rate	4.81%
Projected salary increases	3.25%

Health Care Cost Trend Rates:

Medical	7.09% for 2024, then 6.50% for 2025, decreasing 0.25% per year to an ultimate rate of 4.75% for 2032 and later years.
Medical Advantage	45.29% for 2024, then 4.25% for 2025, decreasing 0.25% per year to an ultimate rate 3.0% for 2030 and later years. Includes 2% per year for aging.
Dental	0.0% for 2024, then 3.0% per year thereafter
Vision	24.5% for 2024, then 2.5% per year thereafter

Retirees' Share of Costs:

Medical	50% for retirees and 100% for dependents
Medicare Advantage	50% for retirees and 100% for dependents
Dental	50% for retirees and 100% for dependents
Vision	50% for retirees and 100% for dependents
Basic Life Insurance	50%

The discount rate was based on the June 30, 2025 S&P Municipal Bond 20 Year High Grade Index Yield.

Mortality rates for active employees were based on the PubG.H-2010 Employee mortality table, Generational with Projection Scale MP-2021 for males or females, as appropriate.

Cameron Parish Clerk of Court  
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Notes to the Financial Statements

June 30, 2025

NOTE F - OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

Mortality rates for retired employees were based on the PubG.H-2010 Healthy Retiree mortality table, Generational with Projection Scale MP-2021 for males or females, as appropriate. The actuarial assumptions used in the valuation were based on the those used in the Louisiana Clerks of Court Retirement and Relief Fund valuation and actuarial experience.

Changes in Total OPEB

Balance at June 30, 2024	\$	796,516
Changes for the year:		
Service cost		12,386
Interest		31,271
Difference between actual and expected experience		(4,808)
Changes in assumptions or other inputs		14,330
Benefit payments		(41,985)
Net changes		11,195
Balance at June 30, 2025	\$	807,711

Sensitivity of the total OPEB liability to changes in the discount rate: The following presents the total OPEB liability of the Clerk of Court, as well as what the Clerk of Court's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.81 percent) or 1-percentage-point higher (5.81 percent) than the current discount rate:

	1.0% Decrease (3.81%)	Current Discount Rate (4.81%)	1.0% Increase (5.81%)
Total OEB liability	\$ 900,951	\$ 807,711	\$ 694,961

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:

	1.0% Decrease	Trend Rate	1.0% Increase
Total OPEB liability	\$ 752,213	\$ 807,711	\$ 874,870

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

For the year ended June 30, 2025, the Clerk recognized an OPEB expense of \$8. On June 30, 2025, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Cameron Parish Clerk of Court  
Cameron, Louisiana

Notes to the Financial Statements

June 30, 2025

NOTE F - OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 54,376	\$ 16,732
Changes of assumptions and other inputs	12,283	80,285
Total	66,659	\$ 97,016

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

Year ending June 30,	
2026	\$ (52,800)
2027	(6,618)
2028	9,234
2029	9,234
2030	9,234
Thereafter	1,360

NOTE G – RISK MANAGEMENT

The Clerk of Court is exposed to risks of loss in the areas of auto liability, professional liability and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year.

NOTE H - EXPENDITURES PAID BY OR TO THE CAMERON PARISH POLICE JURY

The Clerk of Court's office is located in the Cameron Parish Courthouse. The Police Jury pays the upkeep and maintenance of the courthouse. These expenditures are not reflected in the accompanying financial statements.

NOTE I – COMMITMENTS AND CONTINGENCIES

As of June 30, 2025 the Clerk of Court had no commitments outstanding.

REQUIRED SUPPLEMENTAL INFORMATION

CAMERON PARISH CLERK OF COURT  
BUDGETARY COMPARISON SCHEDULE-GENERAL FUND

Year Ended June 30, 2025

	<u>Budget Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental	\$ 37,607	\$ 43,177	\$ 43,850	\$ 673
Charges for services:			-	
Court fees and costs	407,328	277,000	285,436	8,436
Certified copies and data processing	141,460	169,417	168,224	(1,193)
Licenses	896	1,224	1,191	(33)
Recording fees	328,887	245,851	273,291	27,440
Interest earned	14,483	23,416	23,142	(274)
Miscellaneous income	427	414	1,018	604
Total revenues	<u>\$ 931,088</u>	<u>\$ 760,499</u>	<u>796,152</u>	<u>34,980</u>
<b>EXPENDITURES</b>				
Judicial	<u>675,668</u>	<u>721,647</u>	<u>723,235</u>	<u>(1,588)</u>
EXCESS OF REVENUES OVER EXPENDITURES	255,420	38,852	72,917	34,065
FUND BALANCE - BEGINNING OF YEAR	<u>618,134</u>	<u>618,134</u>	<u>618,134</u>	<u>-</u>
FUND BALANCE - ENDING OF YEAR	<u>\$ 873,554</u>	<u>\$ 656,986</u>	<u>\$ 691,051</u>	<u>\$ 34,065</u>

CAMERON PARISH CLERK OF COURT  
Schedule of Changes in Total OPEB Liability and Related Ratios  
Year Ended June 30, 2025

Total OPEB Liability	2025	2024	2023	2022	2021	2020	2019	2018
Service cost	\$ 12,387	\$ 10,353	\$ 10,027	\$ 10,623	\$ 13,952	\$ 10,365	\$ 10,472	\$ 10,142
Interest	31,271	28,287	29,961	20,149	24,519	38,550	36,076	40,966
Changes of benefit terms	-	-	-	-	-	-	-	-
Differences between expected and actual experience	(4,808)	76,126	(2,223)	(58,608)	(8,476)	(35,518)	(49,455)	3,232
Changes of assumptions	14,330	(21,013)	(77,037)	(172,301)	54,230	(215,760)	113,458	-
Benefit payments	(41,985)	(39,415)	(40,962)	(32,550)	(31,869)	(32,294)	(30,507)	(37,026)
<b>Net change in total OPEB Liability</b>	<u>11,195</u>	<u>54,338</u>	<u>(80,234)</u>	<u>(232,687)</u>	<u>52,356</u>	<u>(234,657)</u>	<u>80,044</u>	<u>17,314</u>
<b>Total OPEB liability - beginning</b>	<u>796,516</u>	<u>742,178</u>	<u>822,412</u>	<u>1,055,099</u>	<u>1,002,743</u>	<u>1,237,400</u>	<u>1,157,356</u>	<u>1,140,042</u>
<b>Total OPEB liability - ending (a)</b>	<u>\$ 807,711</u>	<u>\$ 796,516</u>	<u>\$ 742,178</u>	<u>\$ 822,412</u>	<u>\$ 1,055,099</u>	<u>\$ 1,002,743</u>	<u>\$ 1,237,400</u>	<u>\$ 1,157,356</u>
Covered-employee payroll	\$ 373,470	\$ 355,579	\$ 367,424	\$ 361,117	\$ 366,669	\$ 368,632	\$ 379,795	\$ 440,279
Net OPEB liability as a percentage of covered-employee payroll	216%	224%	202%	228%	288%	272%	326%	263%
Discount Rate	4.81%	3.97%	3.86%	3.69%	1.92%	2.45%	3.13%	3.62%

**Notes to Schedule:**

*Changes of Benefit Terms:*

None

*Changes of Assumptions:*

Discount Rate

2018-2024 Fidelity Municipal General Obligation AA (20 Year) Index

Mortality Rates

2018 RPH-2014 Employee & Healthy Annuitant, Generational with MP-2018  
2019 PubG.H-2010 Employee & Healthy Retiree, Generational with MP-2018  
2020 PubG.H-2010 Employee & Healthy Retiree, Generational with MP-2019  
2021 PubG.H-2010 Employee & Healthy Retiree, Generational with MP-2020  
2022-2025 PubG.H-2010 Employee & Healthy Retiree, Generational with MP-2021

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

CAMERON PARISH CLERK OF COURT

Schedule of Employer's Proportionate Share of Net Pension Liability

Year Ended June 30, 2025

Louisiana Clerk's of Court Retirement and Relief Fund:

<u>Financial Statement Date</u>	<u>Employer's Proportion of the Net Pension Liability</u>	<u>Employer's Proportionate Share of the Net Pension Liability</u>	<u>Employer's Covered Payroll</u>	<u>Employer's Proportionate Share of NPL as a % of its covered Payroll</u>	<u>Plan Fiduciary Net Position as a % of the Total Pension Liability</u>
June 30, 2025	0.317359%	\$ 528,031	\$ 373,470	141%	83.1%
June 30, 2024	0.337429%	\$ 725,893	\$ 355,579	204%	77.6%
June 30, 2023	0.337429%	\$ 725,893	\$ 367,424	198%	77.6%
June 30, 2022	0.329469%	\$ 438,272	\$ 361,117	121%	85.4%
June 30, 2021	0.356427%	\$ 857,515	\$ 366,669	234%	77.9%
June 30, 2020	0.383483%	\$ 696,402	\$ 368,632	189%	77.9%
June 30, 2019	0.397030%	\$ 660,380	\$ 379,795	174%	79.1%
June 30, 2018	0.420994%	\$ 636,936	\$ 440,279	145%	79.7%
June 30, 2017	0.482369%	\$ 892,370	\$ 503,953	177%	74.2%
June 30, 2016	0.557038%	\$ 835,575	\$ 450,805	185%	78.1%

\*The net pension liability was actuarially determined as of June 30 of the previous year.

CAMERON PARISH CLERK OF COURT

Schedule of Employer Contributions

Year Ended June 30, 2025

Louisiana Clerk's of Court Retirement and Relief Fund:

Year Ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2025	\$ 78,550	\$ 78,550	\$ -	\$ 373,470	21.0%
2024	\$ 81,752	\$ 81,752	\$ -	\$ 355,579	23.0%
2023	\$ 81,752	\$ 81,752	\$ -	\$ 367,424	22.3%
2022	\$ 69,833	\$ 69,833	\$ -	\$ 361,117	19.3%
2021	\$ 67,149	\$ 67,149	\$ -	\$ 366,669	18.3%
2020	\$ 70,845	\$ 70,845	\$ -	\$ 368,632	19.2%
2019	\$ 70,040	\$ 70,040	\$ -	\$ 379,795	18.4%
2018	\$ 72,161	\$ 72,161	\$ -	\$ 440,279	16.4%
2017	\$ 83,653	\$ 83,653	\$ -	\$ 503,953	16.6%
2016	\$ 95,751	\$ 95,751	\$ -	\$ 450,805	21.2%
2015	\$ 85,653	\$ 85,653	\$ -	\$ 645,711	13.3%

## OTHER INFORMATION

CAMERON PARISH CLERK OF COURT

Schedule of Compensation, Benefits and Other Payments  
To Agency Head or Chief Executive Officer

Year Ended June 30, 2025

Agency Head: Susan Racca, Clerk of Court

<b><u>Purpose</u></b>	<b><u>Amount</u></b>
Salary	\$ 162,868
Benefits-retirement	37,460
Benefits-insurance	11,070
Election machine fees	1,800
Auto allowance	24,246
Phone allowance	1,800
Travel and education	3,940

CAMERON PARISH CLERK OF COURT

JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY  
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION

Year Ended June 30, 2025

Cash Presentation	First Six Month Period Ended 12/31/2024	Second Six Month Period Ended 6/30/2025
<b>1. Beginning Cash Balance</b>	343,956	361,485
<b>2. Collections</b>		
a. Civil Fees	174,010	133,304
b. Bond Fees	-	-
c. Cash Bonds	-	-
d. Asset Forfeiture/Sale	-	-
e. Pre-Trial Diversion Program Fees	-	-
f. Criminal Court Costs/Fees	-	-
g. Criminal Fines – Contempt	-	-
h. Criminal Fines – Other/Non-Contempt	-	-
i. Restitution	-	-
j. Probation/Parole/Supervision Fees	-	-
k. Service Fees	-	-
l. Collection Fees	-	-
m. Interest Earnings on Collected Balances	670	4,560
n. Other	-	380
<b>Total Collected</b>	<u>174,680</u>	<u>138,244</u>
<b>3. Deductions: Collections Retained by the Cameron Parish Clerk of Court</b>		
I. Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	115,904	77,789
II. Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
III. Other Amounts "Self-Disbursed" [Enter amounts on appropriate collection type lines]	-	-
a. Civil Fees	-	-
b. Bond Fees	-	-
c. Cash Bonds	-	-
d. Asset Forfeiture/Sale	-	-
e. Pre-Trial Diversion Program Fees	-	-
f. Criminal Court Costs/Fees	-	-
g. Criminal Fines – Contempt	-	-
h. Criminal Fines – Other/Non-Contempt	-	-
i. Restitution	-	-
j. Probation/Parole/Supervision Fees	-	-
k. Service Fees	-	-
l. Collection Fees [excluding amounts reported in bullets I and II above]	-	-
m. Interest Earnings on Collected Balances	-	-
n. Other	464	80
<b>Total Collections Retained by the Cameron Parish Clerk of Court</b>	<u>116,368</u>	<u>77,869</u>
<b>4. Deductions: Amounts Disbursed to Individuals and Entities, Excluding Governments and Nonprofits</b>		
a. Collection/Processing Fees Paid to Third Party Entities	-	-
b. Civil Fee Refunds	27,153	43,821
c. Bond Refunds	-	-
d. Restitution Disbursements to Individuals and Entities, Excluding Governments or a Nonprofit	-	-
e. Other Disbursements to Individuals and Entities, Excluding Governments or a Nonprofit	-	-
<b>Total Amounts Disbursed to Individuals and Entities, Excluding Governments and Nonprofits</b>	<u>27,153</u>	<u>43,821</u>

CAMERON PARISH CLERK OF COURT

JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY  
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION - CONTINUED

Year Ended June 30, 2025

	First Six Month Period Ended <u>12/31/2024</u>	Second Six Month Period <u>Ended 6/30/2025</u>
<b>5. Deductions: Disbursements to Other Governments &amp; Nonprofits</b>		
17th Judicial District Court Fund	-	8
Ascension Parish Sheriff	23	25
Beauregard Parish Sheriff	94	113
Department of Public Safety and Corrections Public Safety Services	16	16
East Baton Rouge Parish Sheriff	1,362	1,584
Iberia Parish Sheriff	50	-
Jefferson Davis Parish Sheriff	344	269
Supreme Court of Louisiana Clerk's Fee and Expense Fund	32	36
38th Judicial District Court Judicial Expense Fund	1,035	1,133
Department of the Treasury	2,224	2,332
Ouachita Parish Sheriff	36	-
Rapides Parish Sheriff	-	83
Department of State	300	500
Allen Parish Sheriff	92	-
Calcasieu Parish Sheriff	2,766	2,745
Cameron Parish Sheriff	2,912	2,864
Lafayette Parish Sheriff	1,101	660
Lafourche Parish Sheriff	88	-
Orleans Parish Sheriff	150	60
St Landry Parish Sheriff	-	28
St Tammany Parish Sheriff	-	44
Supreme Court	5	8
Terrebonne Parish Sheriff	42	-
Vermilion Parish Sheriff	46	-
Cameron Parish Police Jury	912	216
<b>Total Disbursements to Other Governments &amp; Nonprofits</b>	<u>13,630</u>	<u>12,724</u>
<b>6. Total Amounts Disbursed/Retained</b>	157,151	134,414
<b>7. Ending Cash Balance</b>	361,485	365,315
<b>8. Ending Balance of "Partial Payments" Collected but not Disbursed</b>	-	-
<b>9. Other Information:</b>		
I. Ending Balance of Amounts Assessed but Not Yet Collected[i.e. total ending receivable balances]	-	-
II. Total Waivers During the Fiscal Period[i.e. non-cash reduction of receivable balances, such as time served or communit	-	-

CAMERON PARISH CLERK OF COURT

JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY  
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION

Year Ended June 30, 2025

<b>Cash Basis Presentation</b>	<u>First Six Month Period Ended 12/31/2024</u>	<u>Second Six Month Period Ended 6/30/2025</u>
<b>Receipts From:</b>		
<i>Criminal Fees</i>	\$ 25,566	\$ 34,157
<b>Subtotal Receipts</b>	\$ 25,566	\$ 34,157
<b>Ending Balance of Amounts Assessed but Not Received</b>	\$ -	\$ -

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

December 29, 2025

To the Cameron Parish Clerk of Court  
Cameron, Louisiana

We have audited, 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, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Cameron Parish Clerk of Court, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Cameron Parish Clerk of Court's basic financial statements, and have issued our report thereon dated December 29, 2025.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Cameron 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, but not for the purpose of expressing an opinion on the effectiveness of the Cameron Parish Clerk of Courts's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Cameron 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, detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Cameron Parish 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 grants, noncompliance with which could have a direct and material effect on the determination on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **The Cameron Parish Clerk of Court's Response to Findings**

The Cameron Parish Clerk of Court's response to the findings identified in our audit is described in the accompanying findings and responses. The Cameron Parish Clerk of Court's response was not subjected to the auditing procedures in the audit of the financial statements, and accordingly, we express no opinion on the response.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Shagun, Cassidy: Shillery*



CAMERON PARISH CLERK OF COURT

Schedule of Findings and Responses - Continued

Year Ended June 30, 2025

IV – Prior Year Findings

Finding #2024-001: Inadequate Segregation of Duties

Status: This is repeat finding in 2025.

Finding #2024-002: Budgetary Authority and Control

Status: This finding was resolved in 2025.

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
FOR THE YEAR ENDED JUNE 30, 2025

December 22, 2025

Cameron Parish Clerk of Court  
Cameron, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal year July 1, 2024 through June 30, 2025. The Cameron Parish Clerk of Court's management is responsible for those C/C areas identified in the SAUPs.

Cameron Parish Clerk of Court has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal year July 1, 2024 through June 30, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***1) Written Policies and Procedures***

---

A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

- i. *Budgeting*, including preparing, adopting, monitoring, and amending the budget.

***The Clerk of Court's policies and procedures manual does not address.***

***Management Response: The Clerk of Court will update policies and procedures to include the above requirements.***

- ii. *Purchasing*, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.

***The Clerk of Court's policies and procedures manual addresses.***

- iii. *Disbursements*, including processing, reviewing, and approving.

***The Clerk of Court's policies and procedures manual addresses.***

- iv. *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 confirmations with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

***The Clerk of Court's policies and procedures manual does not address.***

***Management Response: The Clerk of Court will update policies and procedures to include the above requirements.***

- v. *Payroll/Personnel*, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

***The Clerk of Court's policies and procedures manual addresses.***

- vi. *Contracting*, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

***The Clerk of Court's policies and procedures manual does not address.***

***Management Response: The Clerk of Court will update policies and procedures to include the above requirements.***

- vii. *Travel and Expense Reimbursement*, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

***The Clerk of Court's policies and procedures manual addresses.***

- viii. *Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)*, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

***The Clerk of Court's policies and procedures manual does not address.***

***Management Response: The Clerk of Court will update policies and procedures to include the above requirements.***

- ix. *Ethics*, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

*The Clerk of Court's policies and procedures manual addresses.*

- x. *Debt Service*, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*The Clerk of Court's policies and procedures manual does not address.*

***Management Response: The Clerk of Court will update policies and procedures to include the above requirements.***

- xi. *Information Technology Disaster Recovery/Business Continuity*, includes (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.

*The Clerk of Court's policies and procedures manual does not address.*

***Management Response: The Clerk of Court will update policies and procedures to include the above requirements.***

- xii. *Prevention of Sexual Harassment*, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*The Clerk of Court's policies and procedures manual addresses.*

## **2) Board or Finance Committee**

---

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
  - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

***The entity does not have a board or finance committee. The Clerk is an elected official responsible for all oversight of the entity; therefore, this procedure is not applicable.***

- ii. For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity*

*relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

***The entity does not have a board or finance committee. The Clerk is an elected official responsible for all oversight of the entity; therefore, this procedure is not applicable.***

- iii. 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.

***The entity does not have a board or finance committee. The Clerk is an elected official responsible for all oversight of the entity; therefore, this procedure is not applicable.***

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

***The entity does not have a board or finance committee. The Clerk is an elected official responsible for all oversight of the entity; therefore, this procedure is not applicable.***

### **3) Bank Reconciliations**

---

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

***No exceptions were found as a result of the procedure.***

- ii. Bank reconciliations include evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared. (e.g., initialed and dated, electronically logged); and

***No exceptions were found as a result of the procedure.***

- iii. 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.

*No exceptions were found as a result of the procedure.*

#### **4) Collections**

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- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/check/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).

*No exceptions were found as a result of the procedure.*

- B. 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 (e.g. 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 the job duties are properly segregated at each collection location such that:

- i. Employees that are responsible for cash collections do not share cash drawers/registers;

*No exceptions were found as a result of the procedure.*

- ii. 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:

*No exceptions were found as a result of the procedure.*

- iii. 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; and

*No exceptions were found as a result of the procedure.*

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not responsible for collecting cash, unless another employee/official verifies the reconciliation.

*No exceptions were found as a result of the procedure.*

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

*No exceptions were found as a result of the procedure.*

D. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supported documentation for each of the deposits and:

i. Observe that receipts are sequentially pre-numbered.

*No exceptions were found as a result of the procedure.*

ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

*No exceptions were found as a result of the procedure.*

iii. Trace the deposit slip total to the actual deposit per the bank statement.

*No exceptions were found as a result of the procedure.*

iv. 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 and the cash is stored securely in a locked safe or drawer).

*No exceptions were found as a result of the procedure.*

v. Trace the actual deposit per the bank statement to the general ledger.

*No exceptions were found as a result of the procedure.*

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

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

*The listing was provided by management.*

B. For each location selected under #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee

job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

***No exceptions were found as a result of the procedure.***

- ii. At least two employees are involved in processing and approving payments to vendors;

***No exceptions were found as a result of this procedure.***

- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

***No exceptions were found as a result of this procedure.***

- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

***No exceptions were found as a result of this procedure.***

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

***No exceptions were found as a result of this procedure.***

- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

***No exceptions were found as a result of this procedure.***

- ii. Observe whether the disbursement documentation included evidence (e.g. initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

*No exceptions were found as a result of this procedure.*

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

*No exceptions were found as a result of this procedure.*

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

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

*No exceptions were found as a result of the procedure.*

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:
- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excess fuel card usage) were reviewed and approved, in writing, (or electronically approved) by someone other than the authorized card holder; and

*No exceptions were found as a result of the procedure.*

- ii. Observe that finance charges and late fees were not assessed on the selected statements.

*No exceptions were found as a result of the procedure.*

- C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g. each card should have 10 transactions subject to inspection). For each transaction, observed 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).

*No exceptions were found as a result of the procedure.*

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

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A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));

*No exceptions were found as a result of the procedure.*

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

*No exceptions were found as a result of the procedure.*

- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and

*No exceptions were found as a result of the procedure.*

- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions were found as a result of the procedure.*

## **8) Contracts**

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A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

*No exceptions were found as a result of the procedure.*

- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter);

*No exceptions were found as a result of the procedure.*

- iii. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

*No exceptions were found as a result of the procedure.*

- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*No exceptions were found as a result of the procedure.*

#### **9) Payroll and Personnel**

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

*No exceptions were found as a result of the procedure.*

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
  - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation sick, compensatory);

*No exceptions were found as a result of the procedure.*

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials.

*No exceptions were found as a result of the procedure.*

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

*No exceptions were found as a result of the procedure.*

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

*No exceptions were found as a result of the procedure.*

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

*No exceptions were found as a result of the procedure.*

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

*No exceptions were found as a result of the procedure.*

#### **10) Ethics**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

*No exceptions were found as a result of the procedure.*

- ii. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

*No exceptions were found as a result of the procedure.*

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*No exceptions were found as a result of the procedure.*

#### **11) Debt Service**

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- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that the State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

*No debt was issued during the fiscal year. Therefore, this procedure is not applicable.*

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

*No debt was issued during the fiscal year. Therefore, this procedure is not applicable.*

### ***12) Fraud Notice***

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- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

*Management has asserted that the entity did not have any misappropriations of public funds or assets.*

- B. Observe 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.

*No exceptions were found as a result of the procedure.*

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

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Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management":

- A. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

*No exceptions were found as a result of the procedure.*

- B. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

*No exceptions were found as a result of the procedure.*

- C. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while

management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

*No exceptions were found as a result of the procedure.*

- D. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*No exceptions were found as a result of the procedure.*

- E. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
- Hired before June 9, 2020 - completed the training; and
  - Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

*Exception: One out of five selected employees didn't complete the cybersecurity training as required by R.S. 42:126725.*

*Management's Response: The Clerk will update it's policies and procedures and require all employees to complete cybersecurity training.*

#### **14) Prevention of Sexual Harassment**

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

*No exceptions were found as a result of the procedure.*

- B. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

*No exceptions were found as a result of the procedure.*

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;

*No exceptions were found as a result of the procedure.*

- ii. Number of sexual harassment complaints received by the agency;

*No exceptions were found as a result of the procedure.*

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

*No exceptions were found as a result of the procedure.*

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*No exceptions were found as a result of the procedure.*

- v. Amount of time it took to resolve each complaint.

*No exceptions were found as a result of the procedure.*

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

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

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

*Shagron, Cassidy: Shullery*