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**ASCENSION PARISH CLERK OF COURT**

**FINANCIAL STATEMENTS**

**JUNE 30, 2017**

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**ASCENSION PARISH CLERK OF COURT**

**FINANCIAL STATEMENTS**

**JUNE 30, 2017**

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## **INDEPENDENT AUDITORS' REPORT**

Honorable Bridget Hanna of Ascension Parish Clerk of Court  
Gonzales, Louisiana

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

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Ascension Parish Clerk of Court (the Clerk), Gonzales, Louisiana, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements as listed in the table of contents.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Ascension Parish Clerk of Court, as of June 30, 2017, and the respective changes in financial position for the year ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedule, the schedule of funding progress for other post-employment benefit plan and the schedule of employer contributions, the schedule of the Clerk's proportionate share of the net pension liability, and the schedule of the Clerk's contributions on pages 3 through 8 and 33 through 36; respectively be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about whether 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 obtain during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clerk's basic financial statements. The schedule of compensation, benefits and other payments to agency head on page 37 is presented for the purposes of additional analysis, and is not a required part of the basic financial statements.

The schedule of compensation, benefits and other payments to agency head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, based on our audit and the procedures described above, the schedule of compensation, benefits and other payments to the agency head is fairly stated in all material respects in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued a report dated November 15, 2017, on our consideration of the Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreement 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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk's internal control over financial reporting and compliance.

*Diez, Dupuy + Ruiz*

November 15, 2017  
Gonzales, Louisiana

## ASCENSION PARISH CLERK OF COURT

### MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2017

This section of Ascension Parish Clerk of Court's annual financial report presents our discussion and analysis of the Clerk's financial performance during the fiscal year that ended on June 30, 2017. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with the prior year's information (where available).

#### **FINANCIAL HIGHLIGHTS**

- The Clerk's total net position increased by \$511,564 over the course of this year's operations.
- During the year, the Clerk's expenses were \$4,457,846.
- Expenses for the year increased by \$405,280 or 10 percent.
- Current year revenues increased compared to prior year by 8.3 percent to \$4,969,410.
- The General Fund reported fund balance of \$8,420,793, an increase of 7.1 percent from last year.

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

This annual report consists of four parts- management's discussion and analysis (this section), the financial statements, required supplementary information, and other supplementary information. The financial statements include two kinds of statements that present different views of the Clerk.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Clerk's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Clerk's government, reporting the Clerk's operations in more detail than the government-wide statements.
  - The governmental fund statements tell how general government services were financed in the short-term as well as what remains for future spending.
  - Fiduciary fund statements provide information about the financial relationships in which the Clerk acts solely as agent for the benefit of others, to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Clerk's financial statements, including the portion of the Clerk's government they cover and types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

ASCENSION PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2017

Figure A-1

Major Features of the Clerk's Government-wide and Fund Financial Statements

	Fund Statements		
	Government-wide Statements	Governmental Fund	Fiduciary Fund
Scope	Entire Clerk government (except judiciary funds)	The activities of the Clerk that are not proprietary or fiduciary, such as general government	Instances in which the Clerk is the trustee or agent for someone else's resources
Required financial statements	<ul style="list-style-type: none"><li>• Statement of net position</li><li>• Statement of activities</li></ul>	<ul style="list-style-type: none"><li>• Balance sheet</li><li>• Statement of revenues, expenditures, and changes in fund balance</li></ul>	<ul style="list-style-type: none"><li>• Statement of fiduciary net position</li></ul>
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both short-term and long-term; the Clerk's funds do not currently contain capital assets, although they can
Type of Inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received or have otherwise been incurred	All revenues and expenses during year, regardless of when cash is received or paid

## ASCENSION PARISH CLERK OF COURT

### MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2017

#### **Government-wide Statements**

The government-wide statements report information about the Clerk as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in accordance in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the Clerk's net position and how they have changed. Net position-the difference between the Clerk's assets and liabilities-is one way to measure the Clerk's financial health, or position.

- Over time, increases or decreases in the Clerk's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Clerk you need to consider additional nonfinancial factors such as the growth of Ascension Parish.

The government-wide financials of the Clerk include:

- Governmental activities-most of the Clerk's basic services are included here, such as personal services and benefits, and operating activities. Charges for services such as, recordings, suits, certified copies, and criminal fees finance most of these activities.

#### **Fund Financial Statements**

The fund financial statements provide more detailed information about the Clerk's most significant funds-not the Clerk as a whole. Funds are accounting devices that the Clerk uses to keep track of specific sources of funding and spending for particular purposes.

The Clerk has two kinds of funds:

- Governmental fund-Most of the Clerk's basic services are included in the governmental fund, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental fund statement, or on the subsequent page, that explains the relationship (or differences) between them. The Clerk's operations are accounted for in the General Fund.
- Fiduciary funds-These funds are used as depositories for suits. Disbursements from these funds are made to various litigants in suits, in the manner prescribed by law. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. We exclude these activities from the Clerk's government-wide financial statements because the Clerk cannot use these assets to finance its operations.

ASCENSION PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2017

**FINANCIAL ANALYSIS OF THE CLERK AS A WHOLE**

**Net position.** The Clerk's net position increased between fiscal years 2017 and 2016 to approximately \$4.5 million. (See Table A-1)

Table A-1

Statement of Net Position-Governmental Activities

	<u>2017</u>	<u>2016</u>
Cash and other assets	\$ 8,438,795	\$ 7,849,605
Capital assets, net	246,404	250,053
<b>Total assets</b>	<b>8,685,199</b>	<b>8,099,658</b>
Deferred outflows of resources	1,374,638	734,848
<b>Total assets and deferred outflows of resources</b>	<b>10,059,837</b>	<b>8,834,506</b>
Current liabilities	46,303	31,547
Long-term liabilities	5,323,813	4,507,706
<b>Total liabilities</b>	<b>5,370,116</b>	<b>4,539,253</b>
Deferred inflows of resources	179,036	296,132
<b>Total liabilities and deferred inflows of resources</b>	<b>5,549,152</b>	<b>4,835,385</b>
Net investment in capital assets	246,404	250,053
Unrestricted	4,264,281	3,749,068
<b>Total Net Position</b>	<b>\$ 4,510,685</b>	<b>\$ 3,999,121</b>

**Changes in net position.** The Clerk's total revenues increased 8.3 percent. (See Table A-2). Approximately 93 percent of the Clerk's revenues comes from charges for services. The remaining 7 percent is comprised of interest income and miscellaneous fees.

The total cost of all programs and services increased approximately \$405,280 or 10 percent. The Clerk's expenses cover all services performed by its office.

**ASCENSION PARISH CLERK OF COURT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2017**

**Governmental Activities**

Revenues for the Clerk's governmental activities increased 8.3 percent to \$4.9 million while total expenses increased by 10 percent to \$4.4 million. (See Table A-2).

**Table A-2  
Changes in Clerk's Net Position**

	<u>2017</u>	<u>2016</u>
<b>Revenues</b>		
Program revenues		
Charges for services	\$ 4,629,383	\$ 4,255,093
General revenues		
Miscellaneous	289,848	285,511
Interest income	50,179	50,167
<b>Total revenues</b>	<b>4,969,410</b>	<b>4,590,771</b>
<b>Expenses</b>		
Personal service and benefits	3,714,551	3,295,775
Other operating	743,295	756,791
<b>Total expenses</b>	<b>4,457,846</b>	<b>4,052,566</b>
Change in net position	\$ 511,564	\$ 538,205

**FINANCIAL ANALYSIS OF THE CLERK'S FUNDS**

As the Clerk completed this year, its governmental funds reported a fund balance of \$8,374,490, an increase from last year of \$556,432.

**General Fund Budgetary Highlights**

Over the course of the year, there were not any amendments to the general fund budget.

**CAPITAL ASSETS**

At the end of 2017, the Clerk had \$246,404 net investment in capital assets. (See Table A-3).

**Table A-3  
Clerk's Capital Assets  
(net of depreciation)**

	<u>Governmental Activities</u>	
	<u>2017</u>	<u>2016</u>
Equipment	\$ 217,647	\$ 212,449
Vehicles	28,757	37,604
Total	\$ 246,404	\$ 250,053

**ASCENSION PARISH CLERK OF COURT**

**MANAGEMENT DISCUSSION AND ANALYSIS**

**JUNE 30, 2017**

**CAPITAL ASSETS (continued)**

This year's major capital assets additions include:

- Purchase of new software and office equipment totaling approximately \$100,165.

This year's capital disposals include:

- Obsolete office equipment totaling \$62,301.

**LONG-TERM DEBT**

The Ascension Parish Clerk of Court's long term debts consists of other post-employment benefits liabilities, net pension liability, and compensated absences. The Ascension Parish Clerk of Court had \$1,236,978 in other post-employment benefits payable at year end compared to \$1,129,088 at the previous year end, an increase of \$107,890 or 9.6% as shown in the table below. The net pension liability has increased compared to prior year to \$4,008,190. Compensated absences liability increased by \$1,861 compared to prior year.

<b>Long-Term Debt at Year End</b>		
	<b>2017</b>	<b>2016</b>
Other post employment benefit liability	\$1,236,978	\$1,129,088
Net pension liability	4,008,190	3,301,834
Compensated absences	78,645	76,784
Total	<u>\$5,323,813</u>	<u>\$4,507,706</u>

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Clerk is dependent on charges for services for 93 percent of its revenues. The economy is not expected to generate any significant growth. Therefore, the Clerk's future revenues are expected to remain relatively consistent with current years. The budget for 2018 year is approximately the same as the 2017-year budget.

**CONTACTING THE CLERK'S FINANCIAL MANAGEMENT**

The financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Clerk's finances and to demonstrate the Clerk's accountability for the money it receives. If you have questions about the report or need additional financial information, contact the Ascension Parish Clerk's Office, 815 E. Worthey, Gonzales, LA 70737.

**ASCENSION PARISH CLERK OF COURT**

**STATEMENT OF NET POSITION**

**JUNE 30, 2017**

**ASSETS AND DEFERRED OUTFLOWS OF RESOURCES**

**ASSETS**

Cash and cash equivalents	\$ 6,793,611
Investments	1,490,875
Receivables	123,807
Due from other funds	12,500
Prepaid expense	18,002
Capital assets, net of accumulated depreciation	246,404
TOTAL ASSETS	<u>8,685,199</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Deferred outflows, pension related	1,374,638
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>1,374,638</u>

TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 10,059,837</u>
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**LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION**

**CURRENT LIABILITIES**

Accounts payable	\$ 46,303
Total current liabilities	<u>46,303</u>

**LONG-TERM LIABILITIES**

Compensated absences payable:	
Due within one year	2,359
Due in more than one year	76,286
Other post employment benefit liability	1,236,978
Net pension liability	4,008,190
Total long-term liabilities	<u>5,323,813</u>
TOTAL LIABILITIES	<u>5,370,116</u>

**DEFERRED INFLOW OF RESOURCES**

Deferred inflows, pension related	179,036
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>179,036</u>

**NET POSITION**

Net investment in capital assets	246,404
Unrestricted	4,264,281
TOTAL NET POSITION	<u>4,510,685</u>

TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	<u>\$ 10,059,837</u>
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The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2017

FUNCTION/PROGRAM	<u>Expenses</u>	<u>Program Revenues</u> <u>Charges for</u> <u>Services</u>	<u>Net (Expense)</u> <u>Revenue and</u> <u>Change in</u> <u>Net Position</u> <u>Governmental</u> <u>Unit</u>
Governmental activities:			
General government	\$ 4,457,846	\$ 4,629,383	\$ 171,537
Total governmental activities	<u>\$ 4,457,846</u>	<u>\$ 4,629,383</u>	<u>\$ 171,537</u>
		General Revenues:	
		Miscellaneous	289,848
		Interest	<u>50,179</u>
		Total general revenues	340,027
		Change in net position	511,564
		Net position- July 1, 2016	<u>3,999,121</u>
		Net position- June 30, 2017	<u><u>\$ 4,510,685</u></u>

The accompanying notes are an integral part of this financial statement.

**ASCENSION PARISH CLERK OF COURT**

**BALANCE SHEET**  
**GOVERNMENTAL FUND**  
**JUNE 30, 2017**

**ASSETS**

Cash and cash equivalents	\$ 6,793,611
Investments	1,490,875
Accounts receivable	121,650
Accrued interest	2,157
Due from other funds	<u>12,500</u>
 Total assets	 <u><u>\$ 8,420,793</u></u>

**LIABILITIES AND FUND BALANCE**

Liabilities	
Accounts payable	<u>\$ 46,303</u>
 Total liabilities	 <u>46,303</u>
 Fund balance	
Unassigned	<u>8,374,490</u>
 Total fund balance	 <u>8,374,490</u>
 Total liabilities and fund balance	 <u><u>\$ 8,420,793</u></u>

The accompanying notes are an integral part of this financial statement.

**ASCENSION PARISH CLERK OF COURT**

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET  
TO THE STATEMENT OF NET POSITION**

**JUNE 30, 2017**

Total fund balance- Governmental Fund		\$ 8,374,490
Amounts reported for governmental activities in the statement of net position are different because:		
Prepaid maintenance		18,002
Deferred outflow, pension related		1,374,638
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental fund:		
Cost of capital assets at June 30, 2017	1,179,385	
Less: accumulated depreciation as of June 30, 2017	<u>(932,981)</u>	246,404
Long-term liabilities are not due and payable in the current period, and therefore, are not reported in governmental fund:		
Other post employment benefit		(1,236,978)
Net pension liability		(4,008,190)
Deferred inflows, pension related		(179,036)
Compensated absences payable		<u>(78,645)</u>
Total net position at June 30, 2017 - Governmental Activities		<u>\$ 4,510,685</u>

The accompanying notes are an integral part of this financial statement.

**ASCENSION PARISH CLERK OF COURT**

**STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGE IN FUND BALANCE  
GOVERNMENTAL FUND  
YEAR ENDED JUNE 30, 2017**

**REVENUES**

Birth certificates	\$ 139,190
Certified copies	371,591
Criminal fees	267,913
Recording	1,882,126
Suits	1,763,057
Court attendance	14,600
Miscellaneous	62,579
Internet access	190,906
Interest income	50,179
	<hr/>
Total Revenues	4,742,141

**EXPENDITURES**

Current:

Personal services and benefits	3,428,061
Operating	646,483
Capital outlay	111,165
	<hr/>
Total Expenditures	4,185,709

Excess of Revenues over Expenditures 556,432

Fund Balance, July 1, 2016 

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7,818,058

Fund Balance, June 30, 2017 

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\$ 8,374,490

The accompanying notes are an integral part of this financial statement.

**ASCENSION PARISH CLERK OF COURT**

**RECONCILIATION OF THE GOVERNMENTAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES**  
**JUNE 30, 2017**

Excess of Revenues over Expenditures	\$ 556,432
Change in prepaid maintenance	18,002
Capital Assets:	
Capital outlay capitalized	100,165
Depreciation expense for year ended June 30, 2017	(80,857)
Loss on disposal of assets	(22,957)
Other post employment benefits	(107,890)
Change in net pension liability and deferred inflows/outflows of resources	(176,739)
Non-employer contributions to cost-sharing pension plan	227,269
Add: Excess of compensated absences earned over amounts used	<u>(1,861)</u>
Change in Net Position- Governmental Activities	<u><u>\$ 511,564</u></u>

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT  
STATEMENT OF FIDUCIARY NET POSITION  
FIDUCIARY FUNDS  
JUNE 30, 2017

ASSETS

Cash	\$ 7,649,816
Total Assets	<u>\$ 7,649,816</u>

LIABILITIES

Unsettled deposits	\$ 7,637,316
Due to other funds	<u>12,500</u>
Total Liabilities	<u>\$ 7,649,816</u>

The accompanying note are an intergral part of this fianancial statement.

## ASCENSION PARISH CLERK OF COURT

### NOTES TO THE FINANCIAL STATEMENTS

#### INTRODUCTION

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

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### A. BASIS OF PRESENTATION

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

##### B. FUND ACCOUNTING

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

##### **Governmental Fund**

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

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

##### **Fiduciary Funds**

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

**Advance Deposit Fund**-provided for under LRS 13:842, is used to account for advance deposits in suits filed by litigants.

**The Registry of Court Fund**-provided by LRS 13:475, is used to account for funds held by order of the court until judgement is rendered by the judiciary.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**C. BASIS OF ACCOUNTING/MEASUREMENT FOCUS**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS):**

The statement of net position and the statement of activities display information about the primary government (the Clerk). These statements include the financial activities of the overall government, except for fiduciary net activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange transactions. Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Clerk's governmental activities. Direct expenses are those specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

The GWFS and fiduciary fund statements are reported using the economic resources measurement focus. The government wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Clerk gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, and donations. Revenues from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

**FUND FINANCIAL STATEMENTS (FFS):**

The amounts reflected in the General Fund are accounted for using the current financial resources measurement focus. With this measurement focus, only current assets and liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and change in net fund balance reports on the sources (i.e., revenues and other financing resources) 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's operations.

The fund financials statements provide information about the Clerk's funds, including its fiduciary funds. Separate statement for each fund category- governmental and fiduciary- are presented. The emphasis of fund financial statements is on major governmental funds. The General Fund is the Clerk's only major governmental fund.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Clerk considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Copies, fees, recording and interest are considered to be susceptible to accrual. Expenditures are recorded when the relate fund liability is incurred, except for claims and judgements and compensated absences, which are recognized when the obligations are expected to be liquidated with expendable available financial resources. General capital asset acquisitions are reported as expenditures in governmental funds.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. REPORTING ENTITY**

For financial reporting purposes, the Clerk's basic financial statements include all funds that are controlled by the Clerk as an independently elected Parish official. As an independently elected official, the Clerk is solely responsible for the operations of her office. Fiscally independent means that the Clerk may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. The Clerk also has no component units as other legally separate organizations for which the Clerk is financially accountable. There are no other primary governments with which the Clerk has a significant relationship. Accordingly, the Clerk is a primary government for reporting purposes. The criteria for including organizations as component units within the Clerk's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include items such as whether the organization is legally separate.

**E. CAPITAL ASSETS**

All capital assets are capitalized at historical cost, or estimated historical costs for assets where actual cost is not available. Donated fixed assets are recorded at their estimated fair value at the date of donation. The Clerk maintains a threshold of \$250 or more for capitalizing assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized.

Capital assets are recorded in the GWFS, but are not reported in the FFS. Since surplus assets are sold for an immaterial amount when declared no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Vehicles	5
Equipment	5-10

**F. BUDGETS AND BUDGETARY ACCOUNTING**

The Clerk follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to June 15, the Clerk completes and submits for public inspection an operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing those expenditures.
2. Formal budgetary integration is employed as a management control device during the year for the General fund.
3. The budget for the General fund is adopted on a basis consistent with generally accepted accounting principles (GAAP).
4. Budgeted amounts are as originally adopted, or as amended by the Clerk. Individual amendments were not material in relation to the original appropriations.
5. All annual appropriations lapse at fiscal year-end.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**G. COMPENSATED ABSENCES**

The liability for compensated absences reported in the government-wide statements consists of unpaid, accumulated annual and sick leave balances. The liability has been calculated using the vested method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

**H. CASH AND CASH EQUIVALENTS**

Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Investments with original maturities of three months or less are cash equivalents.

The Clerk invests in the Louisiana Asset Management Pool (LAMP). LAMP is a local government 2a7-like pool administered by a non-profit corporation under a State of Louisiana law which permits the LAMP investments to be carried at amortized cost instead of fair value. A 2a7-Like pool is an external investment pool that is not registered with the Securities and Exchange Commission (SEC) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's rule 2a7 of the Investment Company Act of 1940.

**I. INVESTMENTS**

The Ascension Parish Clerk of Court may invest in U.S. Government securities, debentures, and other allowable obligations issued or guaranteed by federal agencies provided such obligations are backed by the full faith and credit of the United States of America. Investments are stated at fair value. Fair value was determined using quoted market prices.

Investment income includes interest earned and unrealized gains and losses (change in fair value).

**J. ESTIMATES**

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

**K. RECLASSIFICATIONS**

Certain prior year amounts have been reclassified for consistency with the current period presentation. These reclassifications had no effect on the reported results of operations.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**L. RESTRICTED NET POSITION**

For the government-wide statement of net position, net position amount is classified and displayed in three components:

**Net investment in capital assets-** consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflow of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.

**Restricted net position-** net position is considered restricted if its use is constrained to a particular purpose. Restricted net position is restricted assets reduced by liabilities and deferred inflows of resources related to the restricted assets.

**Unrestricted net position-** consists of all other net position that does not meet the definition of the above two components and is available for general use by the Clerk.

**M. FUND EQUITY OF FUND FINANCIAL STATEMENTS**

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

**Nonspendable-** represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

**Restricted-** represents balances where constraints have been established by parties outside the Clerk's office or imposed by law through constitutional provisions or enabling legislation.

**Committed-** represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Clerk's highest level of decision-making authority.

**Assigned-** represents balances that are constrained by the government's intent to be used for specific purposes, but are neither restricted or committed.

**Unassigned-** represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to be specific purposes within the general fund.

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Clerk's office reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for committed, assigned, and unassigned amounts are available, the Clerk's office reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

**N. PENSION PLANS**

The Ascension Parish Clerk of Court is a participating employer the Louisiana Clerks' of Court Retirement and Relief Fund (Fund) as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**O. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the Statement of Net Position or Balance Sheet will sometimes report a separate section for deferred outflows of resources. This separate financial element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflows of resources (expenditure) until then. The Clerk has one item that qualifies for this category; pension related deferrals, which are reported in the government-wide statement.

In addition, the Statement of Net Position or Balance Sheet will sometimes report a separate section for deferred inflows of resources. This separate financial element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) at that time. The Clerk has on item that qualifies for this category; pension related deferrals. This amount is recognized as an inflow of resources in the period that the amount becomes available.

**2. CASH AND CERTIFICATES OF DEPOSIT**

At June 30, 2017, the Clerk had cash and certificates of deposit totaling \$14,443,427 as follows:

	<b><u>General Fund</u></b>	<b><u>Agency Funds</u></b>
Demand Deposit	\$ 3,791,606	\$ 6,649,816
Certificates of Deposit	500,000	1,000,000
LAMP	<u>2,502,005</u>	-
Total	<u>\$ 6,793,611</u>	<u>\$ 7,649,816</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge or 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.

**Custodial credit risk-Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk. As of June 30, 2017, the Clerk's bank balance of \$12,034,689 was not exposed to custodial credit risk.

The Clerk invested in the Louisiana Asset Management Pool (LAMP), a local government investment pool. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**2. CASH AND CERTIFICATES OF DEPOSIT (continued)**

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.

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 & Poor's
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days.
- Foreign currency risk: Not applicable to 2a7-like pools

The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

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.

**3. INVESTMENTS**

State law authorizes the Clerk to invest in U.S. Treasury obligations, obligations guaranteed by federal agencies, U.S. government instrumentalities which are federally sponsored, obligations of the State of Louisiana and other States, and certificates of deposit obligations followed by law.

As of June 30, 2017, the Clerk had the following investments and maturities:

<b>INVESTMENT MATURITIES (IN YEARS)</b>			
	Fair Value	Less than 1	1-5
<b>General Fund</b>			
U.S. Agencies	<u>\$1,490,875</u>	<u>\$ -</u>	<u>\$1,490,875</u>
Total	<u>\$1,490,875</u>	<u>\$ -</u>	<u>\$1,490,875</u>

**Interest Rate Risk**- The Clerk's investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**Credit Risk**- Under Louisiana R.S. 33:2955, as amended, the Clerk may invest in obligations of the U.S. Treasury, U.S. Agencies and instrumentalities, repurchase agreements, certificates of deposits, Louisiana Asset Management Pool (LAMP), and other investments as provided in the statute. The Clerk's investment policy does not further limit its investment choices. As of June 30, 2017, the Clerk's investments in U.S. Agencies were rated AAA by Moody's Investors Service and AA+ by Standard & Poor's.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**3. INVESTMENTS (continued)**

**Concentration of Credit Risk-** The Clerk's investment policy does not limit the amount the Clerk may invest in any one issuer. More than 5 percent of the Clerk's investments are in Federal Home Loan Bank and Federal Home Loan Mortgage Corporation. These investments are 66.52% and 33.48% of total investments, respectively.

**4. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended June 30, 2017, are as follows:

	<b><u>Vehicles</u></b>	<b><u>Equipment</u></b>	<b><u>Total</u></b>
Cost of Capital Assets			
June 30, 2016	\$ 41,080	\$ 1,100,441	\$ 1,141,521
Additions	-	100,165	100,165
Deletions	-	(62,301)	(62,301)
Cost of Capital Assets, June 30, 2017	<u>\$ 41,080</u>	<u>\$ 1,138,305</u>	<u>\$ 1,179,385</u>
Accumulated depreciation, June 30, 2016	\$ 4,107	\$ 887,361	\$ 891,468
Additions	8,216	72,641	80,857
Deletions	-	(39,344)	(39,344)
Accumulated depreciation, June 30, 2017	<u>12,323</u>	<u>920,658</u>	<u>932,981</u>
Capital Assets, net of accumulated depreciation, June 30, 2017	<u>\$ 28,757</u>	<u>\$ 217,647</u>	<u>\$ 246,404</u>

For the year ended June 30, 2017, depreciation expense was \$ 80,857.

**5. PENSION PLAN**

**Plan Description**

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

The System issues an annual policy available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 10202 Jefferson Hwy, Bldg. A, Baton Rouge, LA 70809, or by calling (225) 293-1162.

The Clerk's office implemented Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date-an Amendment of GASB 68. These standards require the Clerk's office to record its proportional share of each of the pension plans Net Pension Liability and report the following disclosures:

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**5. PENSION PLAN (continued)**

A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of fifty-five years or more and terminating employment. Regular retirement benefits, payable monthly for life, equal 3 1/3 percent of the member's average financial compensation multiplied by the number of years of credited service, not to exceed one hundred percent of the monthly average final compensation. Monthly average final compensation is based on the highest compensated sixty consecutive months, with a limit of increase of 10% in each of the last three years of measurement.

For those members hired on or after July 1, 2006, compensation is based on the highest compensated sixty consecutive months with a limit of 10% increase in each of the last six years of measurement. Act 273 of the 2010 regular session applied the sixty consecutive months to all members. This Act has a transition period for those members who retire on or after January 1, 2011 and before December 31, 2013. Additionally, Act 273 of the 2010 regular session increased a member's retirement to age 60 with an accrual rate of 3% for all members hired on or after January 1, 2011.

A member leaving covered employment before attaining early retirement age but after completing twelve years' credited service becomes eligible for a deferred allowance provided the member lives to the minimum service retirement age and does not withdraw his or her accumulated contributions.

Effective through June 30, 2008, a member who has been officially certified as totally and permanently disabled the State Medical Disability Board shall be paid disability retirement benefits determined and computed as flows:

- 1) A member who is totally and permanently disabled solely as the result of injuries sustained in the performance of his official duties shall be paid monthly benefits equal to the greater of one-half of his monthly average final compensation or, at the option of the disability retiree, two and one-half percent of his monthly average final compensation multiplied by the number of his years of credited service; however, such monthly benefit shall not exceed twenty-five dollars for each year of his credited service or two-thirds of his monthly average final compensation, whichever is less.
- 2) A member who has ten or more years of credited service and who is totally and permanently disabled due to any cause not the result of injuries sustained in the performance of his official duties shall be paid monthly benefits equal to three percent of his monthly average final compensation multiplied by the number of his years of credited service; however, such monthly benefit shall not exceed thirty-five dollars for each year of his credited service or eighty percent of his monthly average final compensation, whichever is less.

The following is effective for any disability retiree whose application for disability retirement is approved on or after July 1, 2008. The provisions related to the calculation of benefits will apply to any disability retiree whose application for disability retirement was approved before July 1, 2008, for benefits due and payable on or after January 1, 2008.

A member is eligible to receive disability retirement benefits from the Fund if he or she is certified to be totally and permanently disabled pursuant to R.S. 11:218 and one of the following applies:

- 1) The member's disability was caused solely as a result of injuries sustained in the performance of their official duties.
- 2) The member has at least ten years of service credit.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

**5. PENSION PLAN (continued)**

A member who has been certified as totally and permanently disabled will be paid monthly disability retirement benefits equal to the greater of:

- 1) Forty percent of their monthly average final compensation.
- 2) Seventy-five percent of their monthly regular retirement benefit computed pursuant to R.S. 11:1521(c).

A member leaving covered employment before attaining early retirement age but after completing twelve years' credited service becomes eligible for a deferred allowance provided the member lives to the minimum service retirement age and does not withdraw his or her accumulated contributions.

Survivor Benefits:

If a member who has less than five years of credited service dies, his accumulated contributions are paid to his designated beneficiary. If the member has 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 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 1/2 of the member's accrued retirement benefit in equal shares. Upon the death of any former member with 12 or more years of service, automatic Option 2 benefits are payable to the surviving spouse with payments to commence on the member's retirement eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

Deferred Retirement Option Plan:

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 thirty-six 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 Deferred Retirement Option Plan 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 Fund. If employment is not terminated at the end of the participation period, payments into the account cease and the member resumes active contributing membership in the Fund. Interest is paid on DROP account balances for members who complete their DROP participation but do not terminate employment. Interest accruals cease upon termination of employment. Upon termination, the member receives a lump sum payment from the DROP fund equal to the payments made to that fund on his behalf, or a true annuity based on 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.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**5. PENSION PLAN (continued)**

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 thirty-six months. In no event can the entire monthly benefit amount paid to the retiree exceed 100% of the average compensation used to compute the additional benefit. If a participant dies during the period of participation in the program, a lump sum payment equal to his account balance is paid to his named beneficiary or, if none, to his estate.

**Cost of Living Adjustments:**

The Board of Trustees is authorized to provide a cost of living increase to members who have been retired for at least one full calendar year. The increase cannot exceed the lesser of 2.5% of the retiree's benefit or an increase of forty dollars per month. The Louisiana statutes allow the Board to grant an additional cost of living increase to all retirees and beneficiaries over age 65 equal to 2% of the benefit paid on October 1, 1977 or the member's retirement date if later.

In order to grant any cost of living increase, the Fund must meet criteria as detailed in the Louisiana statutes related to funding status.

In lieu of granting a cost of living increase as described above, Louisiana statutes allow the board to grant a cost of living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost of living amount which cannot exceed \$1.

According to state statute, contribution requirements for all employers are actuarially determined each year. The actual rate differs from the actuarially required rate due to state statutes that require the contribution rate to be calculated and set two years prior to the year effective.

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, but are not considered special funding situations.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk is required to contribute at an actuarially determined rate. The current rate is 19.0 percent of annual covered payroll. Contributions to the plan also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the Clerk are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:105, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Clerk's contributions to the Plan, for the years ending June 30, 2017, 2016, and 2015 were \$393,192, \$375,738, and \$378,367, respectively.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

**5. PENSION PLAN (continued)**

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

At June 30, 2017, the Clerk reported a liability of \$4,008,190 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's proportionate share of the net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2016, the Clerk's proportion was 2.1666 percent, which was a decrease of 0.034% from its proportion measured as of June 30, 2015.

For the year ended June 30, 2017, the Clerk recognized pension expense of \$569,941 plus (minus) employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$50,530

At June 30, 2017, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 40,904	\$ (136,429)
Changes of assumptions	246,856	-
Net difference between projected and actual earnings on pension plan investments	691,545	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	2,141	(42,607)
Employer contributions subsequent to the measurement date	<u>393,192</u>	<u>-</u>
Total	<u>\$ 1,374,638</u>	<u>\$ (179,036)</u>

The Clerk reported a total of \$393,192 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2016 which will be recognized as a reduction in net pension liability in the year ended June 30, 2018.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized as an increase (decrease) in pension expense as follows:

Year	
2018	\$ 167,229
2019	167,229
2020	286,450
2021	<u>181,502</u>
	<u>\$ 802,410</u>

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

**5. PENSION PLAN (continued)**

**Actuarial Assumptions**

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2016, are as follows:

Valuation Date	June 30, 2016
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	7.00%, net of investment expense, including inflation
Projected Salary Increases	5.00%
Mortality Rates	RP-2000 Employee Table (set back 4 years for males and 3 years for females) RP-2000 Disabled Lives Table (set back 5 years for males and 3 years for females) RP-2000 Healthy Annuitant Table (set forward 1 year for males)
Expected Remaining Service Lives	2016 - 5 years 2015- 5 years 2014- 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.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**5. PENSION PLAN (continued)**

The actuarial assumptions used are based on the assumptions used in the 2016 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009- June 30, 2014 unless otherwise specified.

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 7.20%, for the year ended June 30, 2016. The best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2016, is summarized in the following table:

	<u>Target Asset</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Core fixed income	5.00%	1.00%
Core plus fixed income	15.00%	1.50%
Large cap domestic equity	21.00%	4.25%
Non-large cap domestic equity	7.00%	4.00%
International Equity:		
Large cap international equity	15.50%	5.25%
Small cap international equity	5.00%	5.00%
Emerging markets	6.50%	7.25%
Real Estate	10.00%	4.75%
Master Limited Partnerships	5.00%	6.50%
Hedge Funds	<u>10.00%</u>	3.50%
	<u>100.00 %</u>	

**Discount rate**

The discount rate used to measure the total pension liability was 7.00%. 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 PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefits payments to determine the total pension liability.

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**5. PENSION PLAN (continued)**

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following table presents the Clerk's proportionate share of the Net Pension Liability (NPL) using the discount rate of each Retirement System as well as what the Clerk's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by each of the Retirement Systems:

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
Rates	6.00%	7.00%	8.00%
Clerk's Share NPL	\$ 5,703,581	\$ 4,008,190	\$ 2,569,145

**6. DERERRED COMPENSATION PLAN**

The Clerk adopted an (IRC) 457 deferred compensation plan effective February 1, 2001. The plan covers all full-time employees. The Clerk matches up to 10 percent of employee contributions. The Clerk's contributions for the years ending June 30, 2017, 2016, and 2015 were \$164,538, \$150,837, and \$159,403; respectively.

**7. EXCESS FUND BALANCE**

Louisiana Revised Statute 13:785 requires that every four years (at the expiration of the term of office) the Clerk must pay the parish treasurer any balance in the Clerk's salary fund which exceeds one-half of the revenues of the last year of the term, which amount shall be limited to not more than that which was received by the Clerk in accordance with R.S. 13:784 (A) during said term of office. The Parish Council has not provided any direct funding to the Clerk under statute R.S. 13:784 (A). At June 30, 2017, there was no amount due the parish treasurer.

**8. CHANGES IN LONG-TERM LIABILITIES**

	<u>Compensated Absences</u>	<u>OPEB Liability</u>	<u>Net Pension Liability</u>
Long term obligations at July1, 2016	\$ 76,784	\$ 1,129,088	\$ 3,301,834
Additions	10,103	226,461	706,356
Deletions	(8,242)	(118,571)	-
Long term obligations at June 30, 2017	\$ 78,645	\$ 1,236,978	\$ 4,008,190

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**9. OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

Plan Description

The Clerk's defined benefit post-employment health care plan ("the Retiree Health Plan") provides medical, dental and life insurance benefits to eligible retired employees and their beneficiaries. The Retiree Health Plan is affiliated with the Louisiana Clerks of Court Insurance Trust ("LCCIT"), and agent multiple-employer postemployment healthcare plan administered by Louisiana Clerks of Court Association.

Funding Policy

The contribution requirements of plan members and the Clerk are established and may be amended by the LCCIT board of trustees. Retirees are required to pay 50% of the premium charged by the LCCA for retirees and 50% of the cost for retired plan members' spouses and dependent children. For the fiscal year 2017, the Clerk contributed \$118,571 to the plan and the retirees/surviving spouses contributed \$56,101.

*Annual OPEB Cost and Net OPEB Obligation.* For 2017, the Clerk's annual other postemployment benefit ("OPEB") cost (expense) is calculated based on the annual required contribution of the employer ("ARC"), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents the level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Clerk's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Clerk's net OPEB obligation to the Retiree Health Plan:

Annual Required Contribution	\$246,257
Interest on Net OPEB Obligation	39,518
Adjustment to Annual Required Contribution	(59,314)
Annual OPEB Cost (Expense)	<u>226,461</u>
Contributions Made	(118,571)
Increase in Net OPEB Obligation	<u>107,890</u>
Net OPEB Obligation – beginning of year	1,129,088
Net OPEB Obligation – end of year	<u><u>\$1,236,978</u></u>

The Clerk's annual OPEB costs, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligations are as follows:

<u>Fiscal Year</u> <u>Ended</u>	<u>Annual OPEB</u> <u>Cost</u>	<u>Percentage of</u> <u>Annual OPEB Cost</u> <u>Contributed</u>	<u>Net OPEB</u> <u>Obligation</u>
6/30/2015	\$227,089	10.1%	\$1,018,492
6/30/2016	\$228,400	51.6%	\$1,129,088
6/30/2017	\$226,461	52.4%	\$1,236,978

**ASCENSION PARISH CLERK OF COURT**

**NOTES TO THE FINANCIAL STATEMENTS**

**9. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (continued)**

*Funded Status and Funding Progress.* As of June 30, 2017, the actuarial accrued liability for benefits was \$3,069,509, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$2,069,484 and the ratio of the unfunded actuarial accrued liability to the covered payroll was 148.3%.

*Methods and Assumptions.* Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2015, actuarial valuation, the unit credit cost method was used. Based on the Clerk's short-term investment portfolio, a discount rate of 3.5% was used. In addition, the actuarial assumptions included an annual medical healthcare cost trend rate of 8.0% initially, reduced by decrements to an ultimate rate of 5.0% after 13 years. Medicare Supplement trend starts at 4.0% and decreases to 3.0% after 8 years. Dental trend decreases from 4.0% to 3.0% over 5 years and vision trend is 3.0% in all years. The Clerk's unfunded actuarial liability is being amortized on a level dollar, open basis over 30 years.

**10. EXPENITURES OF THE CLERK OF COURT PAID BY THE PARISH COUNCIL**

The Parish Council pays for expenditures associated with court house where the Clerk maintains an office. These expenses are not included in the accompanying financial statements.

**11. RISK MANAGEMENT**

The Clerk is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Clerk purchased a commercial insurance policy to satisfy claims related to general liability, automobile liability, property and casualty, employee health and accident, and errors and omissions.

**12. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date the financial statements were available to be issued, November 15, 2017, and determined that there were no events that require disclosure.

No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

**ASCENSION PARISH CLERK OF COURT**

**BUDGETARY COMPARISON SCHEDULE**

**GENERAL FUND**

**FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b><u>REVENUES</u></b>			
Birth certificates	\$ 75,000	\$ 75,000	\$ 139,190
Certified copies	225,000	225,000	371,591
Criminal fees	250,000	250,000	267,913
Recording	1,672,000	1,672,000	1,882,126
Suits	1,800,000	1,800,000	1,763,057
Court attendance	20,000	20,000	14,600
Miscellaneous	51,000	51,000	62,579
Internet access	170,000	170,000	190,906
Interest income	46,215	46,215	50,179
Total Revenues	<u>4,309,215</u>	<u>4,309,215</u>	<u>4,742,141</u>
<b><u>EXPENDITURES</u></b>			
Current:			
Personal service and benefits	3,510,975	3,510,975	3,428,061
Operating	623,400	623,400	646,483
Capital outlay	153,000	153,000	111,165
Total Expenditures	<u>4,287,375</u>	<u>4,287,375</u>	<u>4,185,709</u>
Excess of Revenues over Expenditures	21,840	21,840	556,432
Fund Balance, July 1, 2016	<u>7,472,545</u>	<u>7,472,545</u>	<u>7,818,058</u>
Fund Balance, June 30, 2017	<u>\$ 7,494,385</u>	<u>\$ 7,494,385</u>	<u>\$ 8,374,490</u>

**ASCENSION PARISH CLERK OF COURT**

**SCHEDULE OF FUNDING PROGRESS FOR OTHER POST-EMPLOYMENT BENEFIT PLAN**

**JUNE 30, 2017**

<u>Actuarial Valuation Date</u>	<u>(a) Actuarial Value of Assets</u>	<u>(b) Actuarial Accrued Liability (AAL)</u>	<u>(b-a) Unfunded AAL (UAAL)</u>	<u>(a/b) Funded Ratio</u>	<u>(c) Covered payroll</u>	<u>((b-a)/c) UAAL as a Percentage of Covered Payroll</u>
6/30/2015	0	\$ 2,475,065	\$ 2,475,065	0%	\$ 1,991,407	124.3%
6/30/2016	0	\$ 3,069,509	\$ 3,069,509	0%	\$ 1,983,273	154.8%
6/30/2017	0	\$ 3,069,509	\$ 3,069,509	0%	\$ 2,069,484	148.3%

**SCHEDULE OF EMPLOYER CONTRIBUTIONS**

<u>Fiscal Year Ending</u>	<u>(a) Annual OPEB Cost</u>	<u>(b) Annual Contributed</u>	<u>(b/a) Percentage of Annual OPEB Costs Contributed</u>	<u>(a-b) Increase (Decrease) to Net OBEB Obligation</u>	<u>(PY + (a-b)) Net OPEB Obligation</u>
6/30/2015	\$ 227,089	\$ 22,909	10.1%	\$ 204,180	\$ 1,018,492
6/30/2016	\$ 228,400	\$ 117,804	51.6%	\$ 110,596	\$ 1,129,088
6/30/2017	226461	\$ 118,571	52.4%	\$ 107,890	\$ 1,236,978

ASCENSION PARISH CLERK OF COURT

SCHEDULE OF THE CLERK'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY  
FOR THE YEAR ENDED JUNE 30, 2017

<b>Louisiana Clerks' of Court Retirement</b>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Employer's Proportion of the Net Pension Liability (Assets)	2.1666%	2.2012%	2.2032%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 4,008,190	\$ 3,301,834	\$ 2,971,841
Covered Payroll	\$ 2,069,484	\$ 1,983,273	\$ 1,991,407
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	193.6806%	166.4841%	149.2333%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	78.1291%	78.1291%	79.3714%

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

**ASCENSION PARISH CLERK OF COURT**

**SCHEDULE OF ASCENSION CLERK OF COURT'S CONTRIBUTIONS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

<b>Louisiana Clerks' of Court Retirement</b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Contractually required contribution	\$ 393,202	\$ 375,738	\$ 378,367
Contributions in relation to contractually required contributions	<u>393,192</u>	<u>375,738</u>	<u>378,367</u>
Contribution deficiency (excess)	10	-	-
Covered Payroll	\$ 2,069,484	\$ 1,983,273	\$ 1,991,407
Contributions as a % of Covered Payroll	19.0000%	18.9453%	19.0000%

*Schedule is intended to show information for 10 years.*

*Additional years will be displayed as they become available.*

ASCENSION PARISH CLERK OF COURT

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS  
TO AGENCY HEAD  
JUNE 30, 2017

Agency Head Name: Bridget Hanna, Clerk of Court

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 160,019
Benefits- insurance	10,663
Benefits- retirement	43,605
Deferred compensation	12,000
Benefits- Other (custodian voting machine)	2,400
Dues	1,130
Cell phone	788
Per diem	655
Registration fees	500
Conference travel	2,061
Total	<u>\$ 233,821</u>



**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**

Honorable Bridget Hanna  
Ascension Parish Clerk of Court  
Gonzales, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Ascension Parish Clerk of Court, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Ascension Parish Clerk of Court's basic financial statements, and have issued our report thereon dated November 15, 2017.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Ascension 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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Ascension Parish Clerk of Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the Ascension Parish Clerk of Court's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

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

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.

*Dez, Dupuy + Ruiz*

November 15, 2017  
Gonzales, Louisiana

**ASCENSION PARISH CLERK OF COURT**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**YEAR ENDED JUNE 30, 2017**

**SUMMARY OF AUDIT RESULTS**

1. The independent auditors' report expressed an unmodified opinion on the financial statements of Ascension Parish Clerk of Court.
2. No significant deficiencies relating to the audit of the financial statements are reported in the report on compliance and internal control.
3. No instances of noncompliance material to the financial statement of Ascension Parish Clerk of Court were disclosed during the audit.

**FINDINGS-FINANCIAL STATEMENT AUDIT**

None

**COMPLIANCE**

None

ASCENSION PARISH CLERK OF COURT

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

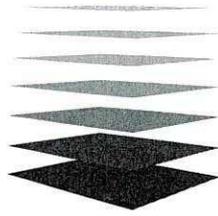
YEAR ENDED JUNE 30, 2017

**FINDINGS- FINANCIAL STATEMENT AUDIT**

None

**COMPLIANCE**

None



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DIEZ, DUPUY & RUIZ, LLC

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

To the Honorable Bridget Hanna of Ascension Parish Clerk of Court and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Ascension Parish Clerk of Court (the "Clerk") and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2016 through June 30, 2017. The Clerk's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

### *Written Policies and Procedures*

---

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:

a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

*Written policies and procedures were obtained and address the functions noted above.*

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

*Written policies and procedures were obtained and address the functions noted above.*

c) **Disbursements**, including processing, reviewing, and approving.

*Written policies and procedures were obtained and address the functions noted above.*

d) **Receipts**, including receiving, recording, and preparing deposits.

*Written policies and procedures were obtained and address the functions noted above.*

e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

*Written policies and procedures were obtained and address the functions noted above.*

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

*No policy was provided.*

*Managements response: We will adopt a written policy for contracts.*

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage.

*Written policies and procedures were obtained and address the functions noted above.*

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

*Written policies and procedures were obtained and address the functions noted above.*

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.

*Written policies and procedures were obtained and address the functions noted above.*

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

*No policy was provided and no debt was incurred during the fiscal year end.*

*Management's response: We do not anticipate incurring any debt.*

***Board (or Finance Committee, if applicable)***

---

2. Obtain and review the board/committee minutes for the fiscal period, and:

- a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

*The entity does not have a board or finance committee, as the Clerk of Court is an elected official responsible for all oversight of the entity. Therefore; these procedures were not applicable to the entity.*

- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

*The entity does not have a board or finance committee, as the Clerk of Court is an elected official responsible for all oversight of the entity. Therefore; these procedures were not applicable to the entity.*

If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

*The entity does not have a board or finance committee, as the Clerk of Court is an elected official responsible for all oversight of the entity. Therefore; these procedures were not applicable to the entity.*

- c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

*The entity does not have a board or finance committee, as the Clerk of Court is an elected official responsible for all oversight of the entity. Therefore; these procedures were not applicable to the entity.*

### ***Bank Reconciliations***

---

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

*Obtained listing of client bank accounts from management and management's representation that listing is complete.*

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three-year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

- a) Bank reconciliations have been prepared;

*Obtained bank statements and reconciliations for all months in the fiscal period for all selected accounts noting that reconciliations have been prepared for all months.*

- b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and

*The bank reconciliations prepared for 2 out of the 3 bank accounts examined did not have evidence of management review for all twelve months.*

*Management's response: Procedures have been implemented subsequent to year end to ensure all reconciliations have evidence the review was performed.*

- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

*Obtained bank statements and reconciliations for all months in the fiscal period noting management does not have documentation for one bank account reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period. (Exception).*

*Management's response: Documentation will be obtained that research was performed for the reconciling items that have been outstanding for more than 6 months.*

## *Collections*

---

5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

*Obtained listing of cash collection locations and management's representation that listing is complete.*

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three-year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* **For each cash collection location selected:**

- a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

*Collections are performed by all employees of the Clerk's office. The chief financial officer can collect cash and is responsible for reconciling the bank account. The office manager can collect cash and deposit cash in the bank. Employees whom collect cash are not bonded. The facility has one cash drawer shared by employees.*

*Management's response: Efforts will be made to segregate duties in the collection process to the extent possible with the limited number of employees involved. The chief financial officer and officer manager will no longer be responsible for collecting cash.*

Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

*The entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source, by a person who is not responsible for cash collections in the cash collection location selected.*

- b) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:
  - Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

*We selected the highest week of collections from the general ledger and traced daily collections to the deposit slips and bank statements to determine that deposits were made within one day of collection.*

- Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

*System reports and/or other related collection documentation supported the cash collection.*

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation) by a person who is not responsible for collections.

*The entity has a formal process specifically defined to determine completeness of all collections, including electronic transfers, for each revenue source by a person who is not responsible for collections.*

#### **Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)**

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

*Obtained listing of disbursements and management's representation that listing is complete.*

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

- a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.

*We were unable to perform the above prescribed procedure for the 25 transactions because the entity does not utilize a requisition/purchase order system and does not otherwise require a separation of duties for initiation and approval of transactions. However, we noted that invoices were present for all transactions and matched the associated payments. Subsequent to year end, the Clerk's office implemented procedures to use purchase request forms.*

- b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.

*We were unable to perform the above prescribed procedure for the 25 transactions because the entity does not utilize a requisition/purchase order system and does not otherwise require a separation of duties for initiation and approval of transactions. However, we noted that invoices were present for all transactions and matched the associated payments.*

- c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

*We were unable to perform the above prescribed procedure for the 25 transactions because the entity does not utilize a requisition/purchase order system and does not otherwise require a separation of duties for initiation and approval of transactions. However, we noted that invoices were present for all transactions and matched the associated payments*

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

*The person responsible for processing payments is not prohibited from adding vendors to the entity's purchasing/disbursement system.*

*Management's response: The Clerk has overall responsibility for reviewing all transactions prior to signing checks for purchases/disbursements in efforts to mitigate risk associated with the limited number of employees involved with these transactions. Management feels that this is the most cost-efficient process for the Clerk with the limited number of resources available.*

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

*There are three people with signatory authority, the Clerk, Chief Financial Officer, and Gonzales office manager. The Clerk has signatory authority and makes the final authorization for disbursements. All authorized check signers also have responsibility to initiate purchases.*

*Management's response: Due to the limited number of resources available, the Clerk is unable to adequately segregate these duties. The Clerk signs substantially all checks and it is on rare occasions when the other authorized signers sign checks.*

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

*The supply of unused checks is maintained in a locked cabinet for all locations. At one location, the locked cabinet is under the control and access of a person who does not have signatory authority. The other location has a locked cabinet that is under the control and access of a person who does have signatory authority.*

*Management's response: The Clerk has overall responsibility for reviewing all transactions prior to signing checks for purchases/disbursements in efforts to mitigate the risk associated with the limited number of employees involved with these transactions.*

If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer.

Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

*Signature stamp is maintained under control and is only used with the knowledge and consent of the signer. The stamp is never used on checks; only on court date notices.*

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

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13. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.

*Obtained listing of active credit cards and the names of the persons who maintained possession of the cards and management's representation that the listing is complete.*

14. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.)]

*On the month tested, no evidence was available to support that the supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.*

*Management's response: The statement and supporting documentation will be signed/initialed for approval by someone other than the cardholder.*

- b) Report whether finance charges and/or late fees were assessed on the selected statements.

*No finance charges and/or late fees were assessed on the selected statement.*

15. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:

- An original itemized receipt (i.e., identifies precisely what was purchased)

*Each transaction was supported by an original itemized receipt.*

- Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.

*Documentation of business/public purpose was provided without exception. No meals were purchased in the month tested.*

- Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

*All documentation appeared to be in order.*

- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.

*None of the transactions that were tested reflected noncompliance with the Clerk's written policies, nor were there any transactions tested subject to Louisiana Public Bid Law.*

- c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

*No evidence of noncompliance noted in the transactions tested.*

### ***Travel and Expense Reimbursement***

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- 17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

*Obtained listing of all travel and related expense reimbursements, by person, and management's representation that the listing is complete.*

- 18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) and report any amounts that exceed GSA rates.

*The Clerk utilizes a standard per diem rate per day for meals and incidental expenses and mileage rate for travel reimbursements that coincides with GSA rates.*

- 19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

- a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

*All expense reimbursements tested were in accordance with the Clerk's written policy.*

b) Report whether each expense is supported by:

- An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

*Itemized receipts were provided for all expenses tested that identified what was purchase or reimbursed without exception.*

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).

*Documentation of business purposes was supported for items selected for review. No exceptions noted.*

- Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance).

*Documentation in accordance with written policies was provided without exception.*

c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

*The Clerk's documentation of business/public purpose for tested reimbursements appear to comply with the requirements of Article 7, Section 14 of the Louisiana Constitution.*

d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*Each expense tested was supported by documentation of review and approval in writing by someone other than the person receiving the reimbursement without exception.*

### **Contracts**

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20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

*Obtained listing of contracts in effect and management's representation that listing was complete.*

21. Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.

*Formal/written contracts were obtained that supports the services arrangements. No exceptions noted.*

- b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:
- If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder).  
*Not applicable.*
  - If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.  
*Each contract selected was not subject to the Louisiana Public Bid Law or Procurement Code and quotes were not solicited.*
- c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.  
*The contracts selected were not amended during the current fiscal period.*
- d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.  
*Payments made on each contract were made within the terms and conditions of the contract.*
- e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).  
*Not applicable.*

### ***Payroll and Personnel***

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22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:
- Obtained listing of employees with their related salaries and management's representation that listing was complete.*
- a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.  
*No exceptions noted.*
  - b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.  
*Changes made to hourly pay rates/salaries during the fiscal period were approved in writing and in accordance with written policy.*
23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly

select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

- a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

*All employees tested had documentation of daily attendance and leave.*

- b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

*There was written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees.*

- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

*The Clerk maintained leave records reflecting the hours earned, the hours used, and the balance available at fiscal yearend without exception.*

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

*Management provided representation that the list of terminated employees during the fiscal year is complete. The two largest termination payments were tested and it was noted that the payments were made in strict accordance with policy and approved by management.*

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

*No exceptions noted.*

### ***Ethics (excluding nonprofits)***

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26. Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

*The Clerk maintained documentation demonstrating that required ethics training was completed.*

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

*Management asserted that they have received no allegations during the fiscal period.*

#### ***Debt Service (excluding nonprofits)***

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28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

*No debt was issued during the fiscal period.*

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

*The Clerk did not have outstanding debt during the current fiscal period.*

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

*Not applicable.*

#### ***Other***

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31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

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

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at [www.la.gov/hotline](http://www.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

*The Clerk has posted on its premises and website the notice required by R.S. 24:523.1.*

If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

*No exceptions noted.*

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

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

*Diez, Dupuy & Ruiz*

Gonzales, Louisiana  
November 15, 2017