

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

**BASIC FINANCIAL STATEMENTS
WITH SUPPLEMENTAL INFORMATION SCHEDULES**

JUNE 30, 2017

**IBERVILLE PARISH CLERK OF COURT
 PLAQUEMINE, LOUISIANA
 BASIC FINANCIAL STATEMENTS
 WITH SUPPLEMENTAL INFORMATION SCHEDULES
 JUNE 30, 2017**

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**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
BASIC FINANCIAL STATEMENTS
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BASIC FINANCIAL STATEMENTS

BAXLEY AND ASSOCIATES, LLC

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Iberville Parish Clerk of Court
Plaquemine, Louisiana

INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Iberville Parish Clerk of Court as of and for the year ended June 30, 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.

Auditor's Responsibility

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

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

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

INDEPENDENT AUDITOR'S REPORT (continued)

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Iberville Parish Clerk of Court, as of June 30, 2017, and the respective changes in financial position, and where applicable, cash flows thereof 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 budgetary comparison information on page 41, the Schedule of Funding Progress for Other Post-Employment Benefit Plan on page 42, the Schedule of Iberville Parish Clerk of Court's Proportionate Share of the Net Pension Liability on page 43, and the Schedule of Iberville Parish Clerk of Court's Pension Contributions on page 44 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Iberville Parish Clerk of Court's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head, Combining Statement of Fiduciary Net Position, and Schedule of Changes in Fiduciary Net Position on pages 46-48 are presented for 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, Combining Statement of Fiduciary Net Position, and Schedule of Changes in Fiduciary Net Position are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head, Combining Statement of Fiduciary Net Position, and Schedule of Changes in Fiduciary Net Position are fairly stated in all material respects in relation to the basic financial statements as a whole.

INDEPENDENT AUDITOR'S REPORT (continued)

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2017, on our consideration of the Clerk of Court's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Iberville Parish Clerk of Court's internal control over financial reporting and compliance.

Baxley & Associates, LLC

Plaquemine, LA
December 18, 2017

REQUIRED SUPPLEMENTARY INFORMATION
(PART 1 OF 2)

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2017**

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

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION

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

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

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

Statement of Activities. This statement presents information showing how the Clerk's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Clerk's financial reliance on general revenues.

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

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

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

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2017**

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

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

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

FINANCIAL ANALYSIS OF THE CLERK OF COURT

The net position increased by \$92,545. This increase is a result of sound management over expenditures in spite of expenses recognized in relation to post-employment benefits and net pension obligations. The Clerk also secured a grant for enhancement projects.

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

**SUMMARY OF NET POSITION
Governmental Activities**

	<u>2017</u>	<u>2016</u>
Assets		
Current assets	\$ 608,413	\$ 471,597
Investments	115,311	115,311
Capital assets, net	<u>72,790</u>	<u>36,105</u>
Total Assets	796,514	623,013
 Deferred Outflows of Resources	 637,846	 418,456
 Liabilities		
Current liabilities	38,840	16,078
Long-term liabilities	<u>1,998,087</u>	<u>1,661,781</u>
Total Liabilities	2,036,927	1,677,859
 Deferred Inflows of Resources	 <u>54,031</u>	 <u>112,752</u>

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2017**

Net Position

Net investment in capital assets	50,706	36,105
Unrestricted	(707,304)	(785,247)
Net Position	<u>(656,598)</u>	<u>(749,142)</u>

Total revenues increased by \$103,515 or more than 6%. Expenditures decreased by \$32,526 or by 2%. By managing expenditures, the Clerk was able to experience a net increase of \$92,545.

A summary of changes in net position is as follows:

**SUMMARY OF CHANGES IN NET POSITION
Governmental Activities**

	<u>2017</u>	<u>2016</u>
Revenues		
Charges for services	\$ 1,689,078	\$ 1,631,324
Grants and contributions	38,003	-0-
General revenues:		
Interest earned	12,023	14,451
Other revenues	<u>10,186</u>	<u>-0-</u>
Total Revenues	1,749,290	1,645,775
Expenses		
General government	<u>1,656,745</u>	<u>1,689,271</u>
Change in net position	92,545	(43,496)
Net position, beginning	<u>(749,143)</u>	<u>(705,647)</u>
Net position, ending	<u>(656,598)</u>	<u>(749,143)</u>

BUDGETARY HIGHLIGHTS

The Clerk received more in revenues than it anticipated in the year ended June 30, 2017, by \$22,597 or 1.38%. This was due to grant awards in the amount of \$38,003 to assist with technological enhancements. At the same time, expenditures were \$25,129 or 1.6% less than budgeted amounts. This was not due to any one event but diligent oversight on expenditures.

Overall this resulted in a positive variance of \$47,726 in change in net position.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2017**

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets: The Clerk's investment in capital assets, net of accumulated depreciation and related debt at June 30, 2017 and 2016, was \$50,706 and \$36,105, respectively. There was \$45,482 expended for capital additions during the current year. At June 30, 2017, the Clerk recognized \$22,084 in payables related to capital outlay. There were no disposals.

Capital assets at year-end are summarized as follows:

	<u>2017</u>	<u>2016</u>
Depreciable Assets		
Equipment/furniture	\$ <u>72,790</u>	\$ <u>36,105</u>

Long-Term Debt: Long-term obligations of the Clerk include obligations extending beyond one year. This includes compensated absences (employee's unused leave) that decreased from \$40,876 at June 30, 2016 to \$12,432 at June 30, 2017.

Obligations related to post-employment benefits totaled \$415,760 and \$365,374 at June 30, 2017 and 2016, respectively. The increase amounted to \$50,386, which is the annual required contribution based on actuarial estimations less contributions made during the year.

Also reported is the Clerk's proportionate share of pension liability totaling \$1,569,895 at June 30, 2017 and \$1,255,531 in 2016. This liability is being reported in accordance with GASB Statement No. 68 implemented in the current year. These amounts are also based on actuarial estimates.

SUBSEQUENT YEAR

The renovations to the Clerk's office were completed and the move back to the Courthouse was made in the Fall of 2017. While some expenses will be decreased as a result such as travel to other courthouses, others are anticipated to increase during the subsequent year only such as office and furniture.

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

REQUEST FOR INFORMATION

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

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
STATEMENT OF NET POSITION
JUNE 30, 2017**

ASSETS

Cash and cash equivalents	\$	527,196
Receivables		19,216
Due from other funds		60,280
Prepaid expenses		1,721
Investments		115,311
Capital assets, net		<u>72,790</u>
Total Assets		796,514

DEFERRED OUTFLOWS OF RESOURCES

Related to pensions	\$	637,846
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LIABILITIES

Accounts payable	\$	38,840
Noncurrent liabilities:		
Compensated absences		12,432
Other post-employment benefits payable		415,760
Net pension liability		<u>1,569,895</u>
Total Liabilities		2,036,927

DEFERRED INFLOWS OF RESOURCES

Related to pensions		<u>54,031</u>
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NET POSITION

Net investment in capital assets		50,706
Unrestricted		<u>(707,304)</u>
Total Net Position (Deficit)	\$	<u><u>(656,598)</u></u>

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2017**

<u>Functional/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenues (Expenses)</u>
		<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities					
General government	\$ 1,633,995	\$ 1,666,328	\$ -	\$ 38,003	\$ 70,336
Intergovernmental	22,750	22,750	-	-	-
Total Governmental Activities	\$ 1,656,745	\$ 1,689,078	\$ -	\$ 38,003	\$ 70,336
		General Revenues			
					12,023
					10,186
					22,209
					\$ 92,545
					(749,143)
					\$ (656,598)

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2017**

ASSETS

Cash and cash equivalents	\$ 527,196
Accounts receivable	19,216
Due from other funds	60,280
Prepaid expenses	1,721
Investments	<u>115,311</u>
Total Assets	<u><u>\$ 723,724</u></u>

LIABILITIES AND FUND BALANCES

Liabilities:	
Accounts payable	\$ 38,840
Fund Balances:	
Non-spendable	1,721
Unassigned	<u>683,163</u>
Total Fund Balances	<u>684,884</u>
Total Liabilities and Fund Balances	<u><u>\$ 723,724</u></u>

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2017**

Total Fund Balances - Total Governmental Funds	\$	684,884
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheets. This is the capital assets, net of accumulated depreciation, reported on the Statements of Net Position.		72,790
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Long-term liabilities of governmental activities do not require the use of current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet. These are the long-term liabilities of the Clerk's governmental activities:		
Compensated absences		(12,432)
Other post-employment benefits		(415,760)
Net pension liability		(1,569,895)

Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the governmental funds.		
Deferred outflows of resources related to pensions		637,846
Deferred inflows of resources related to pensions		(54,031)

Total Net Position - Governmental Activities	\$	<u>(656,598)</u>
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The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
 PLAQUEMINE, LOUISIANA
 STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES
 GOVERNMENTAL FUNDS
 YEAR ENDED JUNE 30, 2017**

REVENUES

Intergovernmental revenues	\$	22,750
Charges for services:		
Court costs and fees		1,197,646
Certified copies and data processing		63,965
Licenses		3,630
Recording fees		312,072
Interest earned		12,023
Grant proceeds		38,003
Other revenues		10,186
		10,186
Total Revenues		1,660,275

EXPENDITURES

General government:		
Employee and related benefits		994,471
Materials and supplies		90,672
Operating services		413,532
Travel		2,063
Capital outlay		45,482
		45,482
Total Expenditures		1,546,220
Change in Fund Balances		114,055
Fund Balances, beginning		570,829
Fund Balances, ending	\$	684,884

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
 PLAQUEMINE, LOUISIANA
 RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENTS
 OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE
 GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
 YEAR ENDED JUNE 30, 2017**

Net Change in Fund Balances - Total Governmental Funds \$ 114,055

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

Governmental funds report capital outlays as expenditures.
 However, in the Statement of Activities, the cost of those
 assets is allocated over their estimated useful lives as
 depreciation expense. This is the amount by which
 depreciation charged differed from capital outlay in the
 current period. 36,685

Governmental funds report pension contributions as expenditures.
 However, in the Statement of Activities, the cost of pension
 benefits earned net of employee contributions is reported as
 pension expense. This is the amount by which pension contributions
 charged differed from the actuarial cost of benefits. (36,253)

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

Compensated absences	28,444
Other post-employment benefits	(50,386)
	(21,942)

Change in Net Position - Governmental Activities \$ 92,545

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2017**

	<u>Agency Funds</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 2,337,250
Due from other funds	86
Due from litigants/others	373,197
Investments	<u>1,674,300</u>
Total Assets	<u>\$ 4,384,833</u>
 <u>LIABILITIES</u>	
Due to other funds	\$ 60,366
 <u>NET POSITION</u>	
Held in trust for others	<u>4,324,467</u>
Total Liabilities and Net Position	<u>\$ 4,384,833</u>

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
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JUNE 30, 2017**

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**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017**

INTRODUCTION

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

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The following is a summary of certain significant accounting policies:

Financial Reporting Entity: Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Clerk of Court includes all funds, account groups, activities, etc. that are controlled by the Clerk of Court as an independently elected parish official. As an independently elected parish official, the Clerk of Court is solely responsible for the operations of her office, which include the hiring and retention of employees, authority over budgeting, responsibility of deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Clerk's office that are paid or provided by the Iberville Parish Council as required by Louisiana law, the Clerk of Court is financially independent. Accordingly, the Clerk of Court is a separate governmental reporting entity. Certain units of local government over which the Clerk of Court exercises no oversight responsibility, such as the Parish Council, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Parish Clerk of Court.

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

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

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017**

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

Eliminating Internal Activity

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

Capitalizing Assets

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

Program Revenues

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

Indirect Expenses

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

Restricted Net Position

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

Deferred Outflows/Inflows of Resources

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Budgets and Budgetary Accounting: The Clerk adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. It is published in the official journal at least ten days prior to adoption for public input. Appropriations lapse at year-end. There was one amendment made to the budget during the fiscal year ended June 30, 2017.

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

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

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

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

Prepaid Expenses: Payments made to vendors for general insurance that will benefit periods beyond June 30, 2017 are recorded as prepaid expenses.

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

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

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

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

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

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

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

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

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

Net Investment in Capital Assets

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

Restricted Net Position

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

Unrestricted Net Position

This category represents net position not appropriable for expenditures or legally segregated for a specific future use.

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

Non-spendable

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

Restricted

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

Committed

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

Assigned

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

Unassigned

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

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NOTE 2 – CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash and cash equivalents:

At June 30, 2017, the Clerk of Court had the following cash and cash equivalents:

	Book Balance	Bank Balance
Balance with banks	\$ 2,864,447	\$ 3,051,915

The deposits are stated at cost, which approximates market.

Security on deposits:

Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2017, the Clerk had the following security on deposits:

	Cash and Cash Equivalents	Nonnegotiable Certificates of Deposit	FDIC Coverage	Total
Deposits per Balance Sheet (Reconciled bank balance)	\$ 2,864,447	\$ 1,491,325	\$ -	\$ 4,355,772
Deposits in bank accounts per bank	\$ 3,051,915	\$ 1,491,325	\$ (1,201,014)	\$ 3,342,226
Bank balances exposed to custodial credit risk:				
a. Uninsured and uncollateralized				-
b. Uninsured and collateralized with securities held by the pledging institution				-
c. Uninsured and collateralized with securities held by the pledging institutions's trust department or agent, but not in the entity's name				-
				3,342,226

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

Investments:

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

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

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

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

The Clerk of Court had the following investments at June 30, 2017:

Descriptions	Cost	Fair Value	Maturity Date	Interest Rate
Certificates of Deposit - various banks	\$ 1,491,325	\$ 1,491,325	2017-2018	.25% - 2.00%
LAMP	100,080	100,080	NA	.91% - 1.03%
Federal Bonds - Edward Jones	199,154	198,206	2017-2020	1%-1.4%
Total Investments	\$ 1,790,559	\$ 1,789,611		
Interest Income	\$ 12,023			
Net realized and unrealized gains/losses		(948)		

Certificates of Deposit. At June 30, 2017, the Clerk held certificates of deposit, with an original maturity greater than 90 days, totaling \$1,491,325. These investments are stated on the balance sheet (carrying value) at market value.

Federal Bonds. The Clerk had investments in federal bonds backed by the federal government totaling \$198,2016 at June 30, 2017 in Edward D. Jones.

Louisiana Asset Management Pool, Inc. Investments held at June 30, 201 consist of \$100,080 in the Louisiana Asset Management Pool (LAMP), a local government investment pool.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with La Revised Statute 33:2955.

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

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LAMP is a 2a7-like pool, and the following facts are relevant:

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

Custodial Credit Risk. LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized, because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool. Therefore, no disclosure is required.

Concentration of Credit Risk. Pooled investments are excluded from the 5% disclosure requirement.

Interest Rate Risk. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted-average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 60 days and consists of no securities with a maturity exceeding 397 days. The WAM for Lamp's total investments is 86 (from LAMP's monthly rates schedule) as of June 30, 2017.

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

NOTE 3 – RECEIVABLES

The net receivables, excepting inter-fund transactions, at June 30, 2017, are as follows:

Accounts	\$ 19,216
Litigants/others	<u>373,197</u>
	<u>392,413</u>

NOTE 4 – CAPITAL ASSETS

Capital asset activity of governmental activities for the year ended June 30, 2017, was as follows:

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NOTE 8 – ON-BEHALF PAYMENTS

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

NOTE 9 – LEASES

Operating Leases. The Clerk is obligated under leases for software maintenance and copiers. These type leases do not give rise to property rights or lease obligations; therefore, the results of lease agreements are not reflected in the Clerk’s account groups. The monthly lease requirement equals \$3,820. The lease term for copiers expires in October of 2017 while the term for software maintenance extends to May 31, 2019. Rent expense for the current year totaled \$52,475.

The following is a schedule of future minimum rental payments required under operating leases that have initial or remaining non-cancelable lease terms exceeding one year as of June 30, 2017:

Year Ending	
2018	\$ 41,001
2019	36,245
2020	-
2021	-
2022	-
	<u>\$ 77,246</u>

NOTE 10 – LONG-TERM LIABILITIES

Long-term liabilities include the following:

	<u>Beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending</u>
Compensated absences	\$ 40,876	\$ 21,902	\$ 50,346	\$ 12,432
Post-employment benefits	365,374	50,386	-	415,760
Net pension liability	<u>1,255,531</u>	<u>314,364</u>	-	<u>1,569,895</u>
	<u>\$ 1,661,781</u>	<u>\$386,652</u>	<u>\$ 50,346</u>	<u>\$ 1,998,087</u>

NOTE 11 – OTHER POST-EMPLOYMENT BENEFITS

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

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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 100% of the cost for their dependents and surviving spouses. For fiscal year 2017, the Clerk contributed approximately \$23,582 to the plan and the participating retirees contributed \$18,934.

Annual OPEB Cost and Net OPEB Obligation. The Clerk's annual other post-employment benefit (OPEB) cost is calculated based on the annual required contribution (ARC) of the employer, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents the level of funding that, if paid on an on-going basis, is projected to cover normal costs 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 costs, the amount actually contributed and changes in the Clerk's net OPEB obligation to the Retiree Health Plan.

Annual Required Contribution	\$ 80,373
Interest on Net OPEB Obligation	12,788
Adjustment to Annual Required Contribution	<u>(19,193)</u>
Annual OPEB Cost	73,968
Contributions Made	<u>(23,582)</u>
Increase in Net OPEB Obligation	50,386
Net OPEB Obligation – beginning of year	<u>365,374</u>
Net OPEB Obligation – end of year	\$ <u>415,760</u>

The Clerk's annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan and the net OPEB obligation for the year ended June 30, 2017, is as follows:

<u>Year</u> <u>Ended</u>	<u>Annual</u> <u>OPEB Cost</u>	<u>Percentage of</u> <u>Annual OPEB</u> <u>Cost Contributed</u>	<u>Net OPEB</u> <u>Obligation</u>
6/30/10	\$ 55,482	25.1%	\$ 41,533
6/30/11	\$ 55,660	27.3%	\$ 81,985
6/30/12	\$ 55,833	50.2%	\$ 109,795
6/30/13	\$ 82,767	14.5%	\$ 180,388
6/30/14	\$ 81,530	16.2%	\$ 248,745
6/30/15	\$ 80,331	18.4%	\$ 314,291
6/30/16	\$ 74,863	31.8%	\$ 365,374
6/30/17	\$ 73,967	31.9%	\$ 415,760

Funding Status and Funding Progress. As of June 30, 2017, the actuarial accrued liability for benefits was \$925,740, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$696,350 and the ratio of the unfunded actuarial accrued liability to the covered payroll was 132.94%.

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The projection of future benefit payments for an on-going plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events into the future. Examples include assumptions about future employment, mortality and the healthcare cost trend. Amounts determined regarding the funding status of the Plan and the ARC of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of the Plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for the benefits.

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 Supplemental 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.

NOTE 12 – PENSION PLAN

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

The Louisiana Clerks' of Court Retirement and Relief Fund of Louisiana has issued a stand-alone report on their financial statements for the year ended June 30, 2016. Access to the report can be found on the Louisiana Legislative Auditor's website, www.lia.la.gov.

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Retirement Benefits. A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited services, attaining the age of fifty-five years of more and terminating employment. Regular retirement benefits, payable monthly for life, equal 3 1/3 percent of the member's average final 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 thirty-six consecutive months, with a limit of increase of 10% in each of the last three years or 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, 2012. Additionally, Act 273 of the 2010 regular sessions 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.

Disability Benefits. The plan also provides disability benefits, established by La. R.S. 11:218. Effective through June 30, 2008, a member who has been certified as totally and permanently disabled by the State Medical Disability Board shall be paid disability retirement benefits determined and computed as follows:

- (1) A member who is totally and permanently disabled solely as a result of injuries sustained in the performance of his official duties shall be paid monthly benefits equal to the greater of ½ of his monthly average final compensation or, at the option of the disability retiree, 2 ½ percent of his monthly average final compensation multiplied by the number of years of credited service; however, such monthly benefit shall not exceed \$25 for each year of his credited service or 2/3rds of his monthly average final compensation, whichever is less.
- (2) A member who has 10 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 3% of his monthly average final compensation multiplied by the number of years of credited service; however, such monthly benefit shall not exceed \$35 for each year of credited service or 80% of his monthly average final compensation, whichever is less.

Effective for applications approved or payable on or after June 30, 2008, employees that have been officially certified as totally and permanently disabled pursuant to La. R.S. 11:218 and either (1) the disability was caused solely as a result of injuries sustained in the performance of his/her official duties; or (2) the employee has at least 10 years of service credit are eligible for disability benefits. The member shall be paid the greatest of 40% of their monthly average final compensation or 75% of their monthly regular retirement benefit computed pursuant to La. R.S. 11:1521(c).

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For members leaving covered employment before attaining early retirement age but after completing 12 years of credited service become eligible for a deferred allowance provided he lives to the minimum service retirement age and does not withdraw his accumulated contributions.

Survivor Benefits. If a member who has less than 5 years of credited service dies, his accumulated contributions are paid to his designated beneficiary. If a member has 5 or more years of credited service, automatic Option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with option factors used as if the member had continued in service to earliest normal retirement age. Benefit payments commence on the date a member would have first become eligible for normal retirement assuming continued service until that time. In lieu of a deferred survivor benefit, the surviving spouse may elect benefits payable immediately reduced $\frac{1}{4}$ of 1% for each month by which payments commence in advance of the member's earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children shall be paid $\frac{1}{2}$ of the member's accrued retirement benefit in equal shares. Upon the death of any former member with 12 or more years of service, automatic Option 2 benefits are payable to the surviving spouse with payments to commence on the member's retirement eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

Deferred Retirement Option Plan (DROP). In lieu of terminating employment and accepting a service retirement allowance, any member of the Fund who is eligible for a service retirement allowance may elect to participate in DROP for up to 36 months and defer the receipt of benefits. Upon commencement of participation in the plan, active membership in the Fund terminates and the participant's contributions cease; however, employer contributions continue. Compensation and creditable service remain as they existed on the effective date of commencement of participation in the plan. The monthly retirement benefit that would have been payable, had the member elected to cease employment and receive a service retirement allowance, are paid into the DROP account.

Upon termination of employment at the end of the specified period of participation, a participant may receive, at his option, a lump sum payment. 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. Upon termination, the member receives a lump sum payment from DROP 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 methods of benefit computation. The average compensation used to calculate the additional benefit is that used to calculate the original benefit unless his period of additional service is at least 36 months. 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.

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Cost of Living Adjustments. The Board of Trustees is authorized to provide a cost of living increase to members who have been retired for at least one full calendar year. The increase cannot exceed the lesser of 2.5% of the retiree's benefit or an increase of \$40 per month. The Louisiana statutes allow the Board to grant an additional cost of living increase to all retirees and beneficiaries over age 65 equal to 2% of the benefit paid on October 1, 1977, or the member's retirement date if later. In lieu of granting a cost of living increase as described herein, the 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. In order to grant any cost of living increase, the ratio of the actuarial value of assets to the pension benefit obligation must equal or exceed a statutory target ratio.

Contributions. Contribution requirements are actuarially determined each year. For the year ending June 30, 2017, the Clerk's rate was 19% of annual covered payroll while the employees contributed 8.25%. Contributions to the Fund also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The Clerk of Clerk's contributions to the system for the years ending June 30, 2017, 2016 and 2015, were \$140,716, \$147,166 and \$143,875, respectively.

Pension Liabilities, Pension Expense, Deferred Outflows and Inflows of Resources Related to Pensions. At June 30, 2017, the Clerk reported a liability of \$1,569,895 for its proportionate share of the Fund's 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 proportion of the net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2017, the Iberville Clerk of Court's proportion was .848604%, which was an increase of .011601% from its proportion measured at June 30, 2016.

Pension expense of \$266,247 was recognized for the year ended June 30, 2017, less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, (\$263).

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017**

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 16,021	\$ (53,436)
Changes of assumptions	96,686	-
Net difference between projected and actual earnings on pension plan investments	270,859	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	113,564	(595)
Employer contributions subsequent to the measurement date	140,716	-
Total	\$ 637,846	\$ (54,031)

The Iberville Clerk of Court reported a total of \$147,166 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2017, which will be recognized as a reduction in net pension liability for the year ended June 30, 2018.

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

Year	
2017	\$ 108,497
2018	108,496
2019	147,620
2020	78,486
	\$ 443,099

Actuarial Assumptions. The total pension liability in the June 30, 2017, actuarial valuation was determined using the entry age normal cost method and the following actuarial assumptions, applied to all periods included in the measurement:

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017**

Valuation Date	June 30, 2016
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining	
Service Lives	5 years
Investment Rate of Return	7.00%, net of investment expense
Inflation Rate	2.50%
Projected Salary Increases	5.00%
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and included previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees as they were deemed not to be substantially automatic.
Mortality Rates	RP-2000 Employee Table (set back 4 years for males and 3 years for females)/RP-2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females)/RP-2000 Healthy Annuitant Table (set forward 1 year for males)

The actuarial assumption used in the June 30, 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 mortality rate assumption was verified by combining data from this plan with three other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2009 through June 30, 2014.

The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The results of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

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

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017**

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Core fixed income	5.0%	1.00%
Core plus fixed income	15.0%	1.50%
Domestic Equity:		
Large cap domestic equity	21.0%	4.25%
Non-large cap domestic equity	7.0%	4.00%
International Equity:		
Large cap international equity	15.5%	4.25%
Small cap international equity	5.0%	5.00%
Emerging markets	6.5%	7.25%
Real Estate	10.0%	4.75%
Master Limited Partnerships	5.0%	6.50%
Hedge Funds	10.0%	3.50%
	<u>100.0%</u>	

Discount Rate. The discount rate used to measure total pension liability was 7.0%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Clerk's Proportionate Share of Net Pension Liability to Changes in Discount Rate. The following presents the Clerk's proportionate share of the net pension liability calculated using the discount rate of 7.0%, as well as what it would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	<u>1.0% Decrease 6.00%</u>	<u>Current Discount Rate 7.00%</u>	<u>1.0% Increase 8.00%</u>
Net Pension Liability	\$ 2,233,932	\$ 1,569,895	\$ 1,006,262

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017**

NOTE 13 – DEFERRED COMPENSATION PLAN

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

Employees may contribute up to 25% of their annual salary (not to exceed \$18,000 if under 50 years of age or \$24,000 if over 50 years of age) on a pre-tax basis. The Clerk has elected to match dollar for dollar up to 10% of employee contributions. The contributions are fully vested immediately and are remitted to a third-party administrator each payday where they are deposited to an account in the employee's name. The Clerk of Court does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the years ended June 30, 2017, 2016 and 2015, the Clerk's matching funds totaled \$49,378, \$97,980 and \$82,696, respectively.

NOTE 14 – DEFICIT NET POSITION

The Clerk reported a deficit net position in the General Fund of \$656,598 on the statement of net position. This was a result of recognizing obligations for pensions required by GASB Statement No. 68.

NOTE 15 – RELATED PARTY TRANSACTIONS

There were no related party transactions that require disclosure.

NOTE 16 – LITIGATION

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

NOTE 17 – SUBSEQUENT EVENTS

There were no events between the close of the year through December 18, 2017, the date on which the statements were available to be issued, that would materially impact these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION
(PART 2 OF 2)

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED JUNE 30, 2017**

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Intergovernmental revenues	\$ 22,800	\$ 22,800	\$ 22,750	\$ (50)
Charges for services:				
Court costs and fees	1,084,000	1,209,178	1,197,646	(11,532)
Certified copies and data processing	102,000	68,700	63,965	(4,735)
Licenses	7,000	3,500	3,630	130
Recording fees	297,400	310,000	312,072	2,072
Interest earned	18,000	13,500	12,023	(1,477)
Grant proceeds	-	-	38,003	38,003
Other revenues	3,500	10,000	10,186	186
Total Revenues	1,534,700	1,637,678	1,660,275	22,597
<u>EXPENDITURES</u>				
General government	1,523,549	1,530,849	1,500,738	30,111
Capital outlay	7,500	40,500	45,482	(4,982)
Total Expenditures	1,531,049	1,571,349	1,546,220	25,129
Change in Fund Balances	3,651	66,329	114,055	47,726
Fund Balances, beginning	570,829	570,829	570,829	-
Fund Balances, ending	<u>\$ 574,480</u>	<u>\$ 637,158</u>	<u>\$ 684,884</u>	<u>\$ 47,726</u>

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF FUNDING PROGRESS
YEAR ENDED JUNE 30, 2017**

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liabilities (AAL)	Unfunded Actuarial Accrued Liabilities (UAAL)	Funded Ratio	Covered Payroll	UAAL as a % of Covered Payroll
6/30/2009	\$ -	\$ 783,791	\$ 783,791	0.00%	\$ 546,167	143.50%
6/30/2012	\$ -	\$ 851,197	\$ 851,197	0.00%	\$ 665,609	127.90%
6/30/2015	\$ -	\$ 925,740	\$ 925,740	0.00%	\$ 830,578	111.50%
6/30/2016	\$ -	\$ 925,740	\$ 925,740	0.00%	\$ 696,350	132.94%

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
YEAR ENDED JUNE 30, 2017**

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liab (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liab (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liab (Asset) as a Percentage of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Pension as a Total Pension Liability</u>
2017	0.84860%	\$ 1,569,895	\$ 740,608	211.97%	74.17%
2016	0.83700%	\$ 1,255,531	\$ 774,559	162.09%	78.13%
2015	0.74851%	\$ 1,009,630	\$ 732,045	137.92%	79.37%

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

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF EMPLOYER CONTRIBUTIONS
YEAR ENDED JUNE 30, 2017**

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

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

SUPPLEMENTARY INFORMATION

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF COMPENSATION, BENEFITS AND
OTHER PAYMENTS TO AGENCY HEAD
YEAR ENDED JUNE 30, 2017**

Agency Head

Amy Matirne Patin
Clerk of Court

Purpose

	Amount
Salary	\$ 146,249
Benefits - retirement	20,574
Benefits - deferred compensation	11,016
Benefits - group insurance	-
Car allowance	15,600
Travel:	
Convention - registration fees	<u>950</u>
Total Compensation, Benefits and Other Payments	<u><u>\$ 194,389</u></u>

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
COMBINING STATEMENT OF FIDUCIARY NET POSITION
AGENCY FUNDS
JUNE 30, 2017**

	Advance Deposit <u>Fund</u>	Registry of Court <u>Fund</u>	Civil Jury <u>Fund</u>	<u>Total</u>
<u>ASSETS</u>				
Cash and cash equivalents	\$ 928,524	\$ 1,408,540	\$ 186	\$ 2,337,250
Due from other funds	86	-	-	86
Due from litigants/others	373,197	-	-	373,197
Investments	1,674,300	-	-	1,674,300
	<hr/>			
Total Assets	2,976,107	1,408,540	186	4,384,833
<hr/>				
<u>LIABILITIES</u>				
Due to other funds	60,280	-	86	60,366
 <u>NET POSITION</u>				
Held in trust for others	2,915,827	1,408,540	100	4,324,467
	<hr/>			
Total Liabilities and Net Position	\$2,976,107	\$ 1,408,540	\$ 186	\$ 4,384,833
	<hr/>			

**IBERVILLE PARISH CLERK OF COURT
 PLAQUEMINE, LOUISIANA
 SCHEDULE OF CHANGES IN FIDUCIARY NET POSITION
 AGENCY FUNDS
 YEAR ENDED JUNE 30, 2017**

	Advance Deposit <u>Fund</u>	Registry of Court <u>Fund</u>	<u>Civil Jury Fund</u>
Additions			
Interest earned	\$ -	\$ 611	\$ -
Judgements	-	1,194,404	-
Suits and successions	1,348,071	-	-
Transfers for civil juries	-	-	30,540
Total Additions	1,348,071	1,195,015	30,540
Deductions			
Payments to civil juries	-	-	30,540
Settlement to litigants/others	-	107,305	-
Clerk's costs	1,028,092	-	-
Sheriff's fees	62,965	-	-
Other reductions	141,586	-	-
Loss on investments	1,085	-	-
Total Deductions	1,233,728	107,305	30,540
Change in Net Position			
	114,343	1,087,710	-
Net Position, beginning of year			
	2,861,764	320,830	186
Net Position, end of year	\$ 2,976,107	\$ 1,408,540	\$ 186

BAXLEY AND ASSOCIATES, LLC

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Margaret A. Pritchard, CPA/CGMA

Staci H. Joffrion, CPA/CGMA

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit (the Clerk Court), each major fund, and the aggregate remaining fund information of the Iberville Parish Clerk of Court as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Iberville Parish Clerk of Court's basic financial statements and have issued our report thereon dated December 18, 2017.

Internal Control Over Financial Reporting

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

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

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

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS
(continued)**

Compliance and Other Matters

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

Purpose of this Report

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

Baxley & Associates, LLC

Plaquemine, LA
December 18, 2017

**IBERVILLE PARISH CLERK OF COURT
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2017**

A. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: *unqualified*

Internal control over financial reporting:

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

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

There were no findings for the year ended June 30, 2017.

**IBERVILLE PARISH CLERK OF COURT
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2017**

2016-001 RECONCILIATION OF DOCKET BALANCES TO CASH

Condition:

A reconciliation of the individual docket balances to the cash balance of the Advance Deposit Fund has not been prepared. The balance in the Advance Deposit fund for Due to Litigants and Others is \$207,199 more than the balance per the report provided by the Clerk's software that tracks suit activity. (This is a repeat finding.)

Recommendation:

The clerk should reconcile the individual docket balances with the cash balance of the Advance Deposit Fund on a monthly basis to ensure the individual balances are accurate.

Current Status:

This was corrected in the current year.

2016-002 LACK OF CONTROLS OVER FINANCIAL REPORTING IN ACCORDANCE WITH GAAP

Condition:

The Clerk does not have employees with sufficient expertise and training to prepare financial statements in accordance with generally accepted accounting principles (GAAP). (This is a repeat finding.)

Recommendation:

Whether or not it would be cost effective to cure a control deficiency is not a factor in applying SAS 112's reporting requirements. Because prudent management requires that the potential benefit from an internal control must exceed its cost, it may not be practical to correct all the deficiencies an auditor reports under SAS 112. In this case we do not believe the significant deficiency described above would be cost effective or practical and accordingly do not believe any corrective action is necessary.

Current Status:

This was corrected in the current year.

2016-003 ACCOUNTS RECEIVABLE – ADVANCE DEPOSIT

Condition:

Accounts receivable was understated by \$256,223 due to an incorrect report run from the suits software.

Recommendation:

Management should consult with the software providers to ensure that the proper reports are provided to record accounting entries.

Current Status:

This was corrected in the current year.

**IBERVILLE PARISH CLERK OF COURT
INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2017**

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

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

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

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Procedures: 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
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) **Disbursements**, including processing, reviewing, and approving
 - d) **Receipts**, including receiving, recording, and preparing deposits
 - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
 - f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Findings:

We reviewed the written policies and procedures for the related functions listed in the above procedures. Through our review, we were able to determine that the Council had sufficient policies and procedures for the related topics of budgeting, purchasing, disbursements, receipts, payroll/personnel, contracting, credit cards, travel and expense reimbursement and ethics.

We did not note the following topics in the written policies and procedures: debt service.

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.
 - 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).
 - c) 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.
 - d) 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.

Findings:

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

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

Bank Reconciliations

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

Findings:

We reviewed a listing of the bank accounts with Citizens Bank & Trust. We received management's representation that the listing was complete and accurate.

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

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;
 - 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
 - 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.

Findings:

We selected all 5 of the entity's bank accounts and obtained related bank statements and reconciliations for all months in the fiscal period. Reconciliations have been prepared and were reviewed and approved by the Clerk of Court, with whom does not have involvement with the transactions associated with the bank accounts.

On 2 of the bank accounts selected, there were checks that were outstanding for more than six months at the end of the fiscal period. We examined documentation the management has researched some of the checks that have been outstanding for more than six months at the end of the fiscal period. Although all checks outstanding for more than six months had not been researched as of June 30, 2017, management is currently in the process of researching these checks.

Collections

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

Findings:

We reviewed a listing of cash/check/money order collection locations and management's representation to determine that the listing is complete. There is only one collection location.

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

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.
 - b) 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.
 - c) 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.
 - 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.

Findings:

We performed testing for the one and only location at the Clerk of Court's office in Plaquemine. During testing, we obtained written documentation verifying whether each person responsible for collecting cash was bonded, had no responsibilities for depositing cash in the bank, recording related party transactions or reconciling bank statements, and had a separate cash register or drawer from other employees. From testing, it was noted the person responsible for collecting cash was not bonded, had no responsibilities for depositing cash in the bank, recording related party transactions or reconciling bank statements, and did not have a separate cash register or drawer from the other employees.

We obtained written documentation to determine whether the Clerk of Court has a formal process to reconcile cash collections to the general ledger and subsidiary ledgers by a person who is not responsible for cash collections at the location. In the location selected, there was a formal process to reconcile cash collections to the general ledger by revenue source, by a person who is not responsible for collecting cash.

We selected the highest week of collections from the general ledger and traced daily collections to the deposit date on the bank statement to determine that the deposits were made within one day of collection. We also used sequentially numbered receipts to verify that cash collections were completely supported by documents. There were no exceptions noted as a result of applying this procedure.

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.

Findings:

In the one location selected, there is a process defined to determine the completeness of all collections by a person who is not responsible for collections.

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

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.

Findings:

We reviewed a management listing of the Clerk of Court's disbursements from the general ledger.

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

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

Findings:

After randomly selecting 25 disbursements from #8 above, we noted all disbursements were approved and supported by proper invoice.

We observed and inquired of management to determine that there is no purchase order system in place.

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.

Findings:

The Clerk of Court does not have written documentation that prohibits the person responsible for processing payment from adding vendors to the purchasing/disbursements system.

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.

Findings:

The Clerk of Court does have written documentation that requires the person with signatory authority or the person that makes the final authorization for disbursements to have no responsibility for initiating or recording purchases.

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

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.

Findings:

Inquiry of management indicated that the unused check stock is maintained in a locked location, with restricted access from the persons with signatory authority.

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

13. 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.

Findings:

The signature stamp is maintained under the control of the signer and is only used with the knowledge and consent of the signer.

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

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

14. 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.

Findings:

We reviewed a listing of all active credit cards, bank debit cards, fuel cards, and P-cards, including the card numbers and name of the persons who maintain possession of the cards and that management's representation is complete and accurate. The Clerk of Court maintains only credit card.

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

15. 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.]]

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

Findings:

We obtained the monthly credit card statements for the Clerk of Court's one credit card. We selected the monthly statement with the largest dollar activity for the fiscal period. For the selected credit card statement, the statement was reviewed and approved, in writing, by someone other than the authorized card holder. There were no finance charges and/or late fees assessed on the selected credit card statement.

No exceptions were noted as a result of applying the procedures.

16. 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)
 - Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.
 - Other documentation that may be required by written policy (e.g., purchase order, written authorization.)
 - 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.
 - 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.

Findings:

For the selected credit card statement, we obtained supporting documentation for all transactions on the statement. All transactions were supported by an original itemized receipt and documentation of the business/public purpose. The written policies of the Clerk of Court did not require any other documentation. There were no transactions noted that would have been subject to the Louisiana Public Bid Law. All transactions were in compliance with Article 7, Section 14, of the Louisiana Constitution.

No exceptions were noted as a result of applying the procedures.

Travel and Expense Reimbursement

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.

Findings:

We inquired of management to obtain records of all travel and related expense reimbursements by person during the fiscal period. Management provided a list of 6 employees with total travel reimbursements. Representation was provided that the listing was complete.

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

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) and report any amounts that exceed GSA rates.

Findings:

We obtained the entity's written policies related to travel and expense reimbursements and compared the amount in the policies to the per diem and mileage rates established by the U.S. General Services Administration.

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

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

- Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)
- 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.
 - d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Findings:

We selected the top three persons who incurred the most travel costs as listed in #17 above. We compared expense documentation to written policies, examined original itemized receipts, documentation of business purpose, and other documentation as required. We observed no loans, pledges, or donations of funds, credit, property or things of value. Each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

No exceptions were noted as a result of applying the procedures.

Contracts

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.

Findings:

Management provided us with a list of contracts that were in effect during the fiscal year June 30, 2017. There were only 2 contracts in effect during the fiscal period. Management provided representation that the list was true and complete.

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

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.
 - 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)

- If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.
- 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.
- 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.
- 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).

Findings:

We examined the listing of vendors and selected the 2 contract vendors that were on the listing as provided by management. We examined formal/written contracts, Louisiana Public Bid Law or Procurement Code (when applicable), and supporting contract documentation. The contracts selected were not amended. We examined the largest payment for the selected contracts, obtained supporting invoice, compared the invoice to the contract terms, and determined the invoice and related payment complied with the terms and conditions of the contract. The Clerk of Court does not have a Board, so there would be no board minutes that would show documentation of board of approval of the contract.

No exceptions were noted as a result of applying the procedures.

Payroll and Personnel

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:
- 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.
 - 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.

Findings:

We obtained a listing of employees with their related salaries and randomly selected five employees to determine if compensation paid to them was in compliance with the terms of their employment contract. We also checked for any changes made to hourly pay rates/salaries during the fiscal period. For the five employees selected, there were no changes made to their hourly pay rates/salaries during the fiscal period.

No exceptions were noted as a result of applying the procedures.

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

Findings:

We selected one-third of the total employees to determine if each selected employee documented their daily attendance and leave, whether there was written documentation that supervisors approved the attendance and leave of the selected employees/officials, and whether there is written documentation that the Clerk of Court maintained written leave record on the selected employees.

No exceptions were noted as a result of applying the procedures.

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.

Findings:

We inquired of management as to whether any employees/officials were terminated during the fiscal period. There were no employees terminated during the year.

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

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.

Findings:

We obtained supporting documentation relating to payroll taxes and retirement contributions during the fiscal period. We reviewed remittances, cancelled checks, and reporting forms. The supporting documents were remitted timely to the appropriate agencies.

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

Ethics (excluding nonprofits)

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.

Findings:

We obtained ethics compliance documentation from management on the five employees selected in procedure #22. We determined that proper ethics training documents were maintained.

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

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.

Findings:

We inquired of management whether there were any alleged ethics violations reported to the entity during the fiscal period. No ethics violations were reported or noted during the year.

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

Debt Service (excluding nonprofits)

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

Findings:

There was no debt issued during the fiscal period.

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

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.

Findings:

The Clerk of Court did not have any outstanding debt during the fiscal year.

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

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.

Findings:

The Clerk of Court did not have any tax millages related to debt service.

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

Other

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.

Findings:

Per inquiry of management, they were not aware of any misappropriation of funds or assets.

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

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) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

Findings:

We observed the notice required by R.S. 24:523.1 posted in the Clerk of Court's Office located in Plaquemine and also on the Clerk of Court's website.

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

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

Findings:

There were no other exceptions noted while performing the Agreed-Upon Procedures and none noted in management's representations.

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

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 of compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Baxley & Associates, LLC

Plaquemine, Louisiana
December 18, 2017

IBERVILLE PARISH CLERK OF COURT

Management's Response to Statewide Agreed-Upon Procedures For the Year Ended June 30, 2017

Management's Response to Items:

1. The Clerk of Court does not have any debt so we feel that this topic does not apply to our office.
4. The outstanding checks in two of the bank accounts are due to the recipients and their current location. Multiple checks from those two accounts have been returned "UTL." We have tried locating the recipients in which some were a success and others were not.
6. The employees of this office are not required to be bonded in order to collect cash for services.
9. The date is used as a purchase order number. There is only one person in this office which is able to make purchases and only once approved by the Clerk of Court.
10. This office only has one person that handles purchasing along with the Clerk and all purchases must be approved by the Clerk of Court.