

MADISON PARISH CLERK OF COURT

TALLULAH, LOUISIANA

FINANCIAL REPORT

YEAR ENDED JUNE 30, 2017

With

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA**

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA**

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THE HALFORD FIRM, PLLC

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Honorable Marion Hopkins
Madison Parish Clerk of Court
Madison Parish Courthouse
Tallulah, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and the major funds of the Madison Parish Clerk of Court as of and for the year ended June 30, 2017, which collectively comprise the Madison Parish Clerk of Court's basic financial statements as listed in the Table of Contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Madison Parish Clerk of Court personnel. A review is substantially less in scope than an audit, the object of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and other required supplementary information on pages 3 through 5 and 28 through 31 are presented only for purposes of additional analysis and are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board.

This information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we are not aware of any material modifications that should be made there.

The other supplementary information on pages 32 through 34 is the responsibility of management and is derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Honorable Marion Hopkins
Madison Parish Clerk of Court
Madison Parish Courthouse
Tallulah, Louisiana

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated December 13, 2017, on the results of our agreed-upon procedures on pages 35 through 37.

The Halford Firm, PLLC

Vicksburg, Mississippi
December 13, 2017

REQUIRED SUPPLEMENTARY INFORMATION

MADISON PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Madison Parish Clerk of Court's financial performance provides an overview of the Clerk's financial activities for the year ended June 30, 2017. Please review it in conjunction with the transmittal letter and Madison Parish Clerk of Court's basic financial statements, which begin on page 6.

FINANCIAL HIGHLIGHTS

Total net position decreased by \$48,994 as a result of this year's operations.

Program specific revenues accounted for \$457,510, or 99.54% of all revenues.

The Madison Parish Clerk of Court had \$508,629 in expenses related to governmental activities with \$457,510 in program revenues to cover the cost of those programs.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the Clerk as a whole and present a longer-term view of the Clerk's finances. Fund financial statements start on page 8. For governmental activities, these statements tell you how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Clerk's operations in more detail than the government-wide statements by providing information about the Clerk's most significant funds.

Government-Wide Financial Statements:

The government-wide financial statements consist of two statements. These are the Statement of Net Position and Statement of Activities. The Statement of Net Position presents information on all of the Madison Parish Clerk of Court's assets and liabilities, with the difference between the two 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 Madison Parish Clerk of Court is improving or deteriorating. The Statement of Activities presents information showing how the government'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 change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. These statements disclose that in the current year, the Clerk's net position decreased by \$48,994.

Fund Financial Statements:

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 Madison Parish Clerk of Court, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Madison Parish Clerk of Court can be divided into two categories: governmental funds and fiduciary (agency) funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. The Governmental Fund Balance Sheet and Government Fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The current year Statement of Revenues, Expenditures, and Changes in Fund Balances has a \$2,245 excess of expenditures over receipts.

Fiduciary funds. Fiduciary (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the Madison Parish Clerk of Court's programs, fiduciary (agency) funds are not reflected in the government-wide financial statement.

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.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Clerk's performance.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, the Clerk's liabilities exceeded assets by \$498,335. The Madison Parish Clerk of Court's net position reflects its investment in capital assets at June 30, 2017, to be \$9,623.

Management's Discussion and Analysis
Page Three

The following table reflects a condensed statement of the Clerk's net position as of June 30, 2017, and 2016

	<u>Governmental-Type Activities</u>	
	<u>June 30, 2017</u>	<u>June 30, 2016</u>
Assets		
Current & other assets	\$ 134,565	\$ 131,606
Capital assets	9,623	9,661
Total Assets	<u>144,188</u>	<u>141,267</u>
Deferred outflows of resources	<u>171,660</u>	<u>103,153</u>
Liabilities		
Other liabilities	28,796	29,211
Long-term liabilities	762,107	623,400
Total Liabilities	<u>790,903</u>	<u>652,611</u>
Deferred inflows of resources	<u>23,280</u>	<u>41,150</u>
Net Position		
Invested in capital assets, net	9,623	9,661
Unrestricted	(507,958)	(459,002)
Total Net Position (Deficit)	<u>\$ (498,335)</u>	<u>\$ (449,341)</u>

A portion of the net position may either be restricted as to the purposes for which it can be used or invested in capital assets. Unrestricted net position decreased by \$48,956. Unrestricted net position may be used to fund the Madison Parish Clerk of Court programs in the next fiscal year.

Changes in net position. The Madison Parish Clerk of Court's total revenues were \$459,635, representing an increase of \$11,732, or 2.6%. A significant portion, \$213,648 or 46.49% comes from court costs, fees, and charges. (See Table 2).

**Table 2 Madison Parish Clerk of Court sources of Revenue
for Fiscal Year 2017**

Court cost, fees and charges	\$ 213,648	46.49%
Fees for recording legal documents	177,250	38.56%
Other operating revenue	66,612	14.49%
Total operating revenue	<u>457,510</u>	<u>99.54%</u>
Interest income	875	.19%
Election reimbursement	1,250	.27%
Total revenue	<u>\$ 459,635</u>	<u>100.00%</u>

Request for Information

This financial report is designed to provide a general overview of the Madison Parish Clerk of Court's finances for all those with an interest in the Madison Parish Clerk of Court's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Madison Parish Clerk of Court, 100 North Cedar, P. O. Box 1710, Tallulah, Louisiana 71282.

BASIC FINANCIAL STATEMENTS

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
STATEMENT OF NET POSITION
JUNE 30, 2017**

	<u>Governmental Activities</u>
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 105,699
Receivables	28,866
Total current assets	<u>134,565</u>
Noncurrent assets:	
Capital assets, net of accumulated depreciation	<u>9,623</u>
Total Assets	<u>144,188</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>171,660</u>
LIABILITIES	
Current liabilities:	
Accounts payable	9,901
Accrued payroll and related benefits	5,741
Due to Advance Deposit Fund	13,154
Long-term Liabilities:	
OPEB payable	298,762
Net pension liabilities	<u>463,345</u>
Total Liabilities	<u>790,903</u>
DEFERRED INFLOWS OF RESOURCES	<u>23,280</u>
NET POSITION	
Invested in capital assets	9,623
Unrestricted (deficit)	<u>(507,958)</u>
Total Net Position (Deficit)	<u><u>\$ (498,335)</u></u>

See accompanying notes and Independent Accountant's Review Report.

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017**

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues Charges for Services</u>	<u>Net (Expense) Revenue and Change in Net Position</u>
Governmental activities:			
General government	\$ 508,629	\$ 457,510	\$ (51,119)

General revenues:

Interest and investment earnings	875
Election reimbursement	1,250
Total general revenues	<u>2,125</u>

Change in net position (48,994)

Net position (deficit) - Beginning (449,341)

Net position (deficit) - Ending \$ (498,335)

See accompanying notes and Independent Accountant's Review Report.

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
BALANCE SHEET – GOVERNMENTAL FUNDS
JUNE 30, 2017**

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 105,699
Receivables	<u>23,161</u>
 Total Assets	 <u><u>128,860</u></u>
LIABILITIES AND FUND BALANCE	
Liabilities:	
Accounts payable	9,901
Accrued payroll and related benefits	5,741
Due to Advance Deposit Fund	<u>13,154</u>
 Total Liabilities	 <u>28,796</u>
Fund Balance:	
Unassigned	<u>100,064</u>
Total Fund Balance	<u>100,064</u>
 Total Liabilities and Fund Balance	 <u><u>\$ 128,860</u></u>

See accompanying notes and Independent Accountant's Review Report.

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
FOR THE YEAR ENDED JUNE 30, 2017**

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

Fund balances, Total governmental funds		\$ 100,064
Receivables collected more than 60 days after the current period are not recorded on the fund financial statements:		5,705
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds:		
Governmental capital assets	13,078	
Less accumulated depreciation	<u>(3,455)</u>	
		9,623
The deferred outflows of expenditures for the Clerks' of Court Retirement and Relief Fund are not a use of current resources, and therefore, are not reported in the fund financial statements		
Deferred inflows		171,660
Long-term liabilities are not due and payable in the current period and accordingly are not reported as fund liabilities:		
OPEB payable	(298,762)	
Net pension liability	<u>(463,345)</u>	
		(762,107)
The deferred inflows of contributions for the Clerks' of Court Retirement and Relief Fund are not available current resources, and therefore, are not reported in the fund financial statements		<u>(23,280)</u>
Net Position (Deficit) of Governmental Activities		<u><u>\$ (498,335)</u></u>

See accompanying notes and Independent Accountant's Review Report.

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2017**

Revenues	
Licenses and permits - marriage	\$ 3,665
Intergovernmental revenues:	
Clerk's supplemental compensation	22,750
State grants	20,150
Fees, charges, and commissions for services:	
Court costs, fees, and charges	208,029
Fees for recording legal documents	177,250
Fees for certified copies of documents	18,718
Miscellaneous	1,329
Use of money and property -	
Interest income	875
Election	1,250
Total Revenues	<u>454,016</u>
 Expenditures	
Current:	
General government - judicial:	
Personal services and related benefits	353,302
Operating services	65,629
Materials and supplies	21,359
Travel and other charges	13,627
Capital outlay	2,344
Total Expenditures	<u>456,261</u>
 Excess (Deficiency) of Revenues Over Expenditures	 (2,245)
 Fund Balance - Beginning of Year	 <u>102,309</u>
 Fund Balance - End of Year	 <u><u>\$ 100,064</u></u>

See accompanying notes and Independent Accountant's Review Report.

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017**

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

Net Change in Fund Balances, total governmental funds	\$	(2,245)
Governmental funds do not report funds received more than 60 days after year end, but the Statement of Activities reports all receivables regardless of when collected. This is the net change resulting from recording all receivables on the Statement of Activities:		5,619
Governmental funds report capital outlays as expenditures. However, in the statement of activities the costs of those assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.		(38)
The Statement of Activities reported the unfunded cost of post-employment medical insurance (OPEB) in the current year, but the costs will not be reported in the governmental funds until actually paid.		(53,955)
Net pension expense is reported in governmental funds as an expenditure when it is paid, but is reported in the Statement of Activities according to estimates required by GASB 68:		
Pension expenses paid	58,451	
Pension expenses per GASB 68	<u>(56,826)</u>	
		<u>1,625</u>
Change in Net Position of Governmental Activities	\$	<u><u>(48,994)</u></u>

See accompanying notes and Independent Accountant's Review Report.

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
STATEMENT OF NET POSITION
FIDUCIARY FUNDS
AS OF JUNE 30, 2017**

	<u>Agency Funds</u>
Assets	
Cash and cash equivalents	\$ 340,868
Investments	7,407
Due from General Fund	<u>13,154</u>
Total Assets	<u><u>\$ 361,429</u></u>
Liabilities	
Due to litigants and other	<u>361,429</u>
Total Liabilities	<u><u>\$ 361,429</u></u>

See accompanying notes and Independent Accountant's Review Report.

NOTES TO THE FINANCIAL STATEMENTS

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Madison Parish Clerk of Court have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accounting and reporting framework and the significant accounting policies are discussed in subsequent subscriptions of this note.

Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the industry audit guide, *Audits of State and Local Governments*.

A. FINANCIAL REPORTING ENTITY

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

These financial statements only include funds and activities that are controlled by the Clerk of Court as an independently elected parish official.

As an independently elected official, the Clerk of Court is responsible for the operations of her office, which include the hiring or retention of employees, authority over budgeting, responsibility for 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 parish government as required by Louisiana law, the Clerk of Court is financially independent. In addition, at the expiration of the Clerk of Court's term of office, the Clerk is required to remit to the parish government any balance in the Clerk's General (Salary) Fund that exceeds one-half of the revenues of last year of the term in office.

B. BASIS OF PRESENTATION

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the reporting government as a whole. These statements include all the financial activities of the Clerk, except for fiduciary funds. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Clerk of Court's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues included (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

B. BASIS OF PRESENTATION - continued

Fund Financial Statements (FFS)

The accounts of the Clerk of Court are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The various funds of the Clerk of Court are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major governmental funds. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major fund of the Clerk of Court is described below:

Governmental Fund – General Fund

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

Additionally, the Clerk of Court reports the following fund type:

Fiduciary Funds - Agency Funds

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of other funds within the Clerk of Court. The funds accounted for in this category by the Clerk of Court are the agency funds. The agency funds are as follows:

Advance Deposit Fund - accounts for advance deposits on suits filed by litigants.

Registry of the Court Fund - accounts for funds which have been ordered by the court to be held until judgment has been rendered in court litigation.

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

C. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

In the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement. The accounting objectives of this measurement focus are the determination of operating income, and changes in net position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported.

In the fund financial statements, the government fund utilizes the current financial resources measurement focus. Only current financial assets and liabilities are generally included in its balance sheet. The operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

Basis of Accounting

In the government-wide Statement of Net Position and Statements of Activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gain, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurements focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

D. BUDGET AND BUDGETARY ACCOUNTING

The Clerk of Court follows these procedures in establishing the budgetary data reflected in the financial statements.

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

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

D. BUDGET AND BUDGETARY ACCOUNTING - continued

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

E. CASH AND INTEREST-BEARING DEPOSITS

For purposes of the Statement of Net Position, cash and interest-bearing deposits include all demand accounts, savings accounts and certificates of deposits of the Clerk of Court.

The Clerk has established the policy of including all short-term, highly liquid investments with maturities of 90 or fewer days in cash and cash equivalents. Under state law, the Clerk may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

F. RECEIVABLES

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received.

G. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk maintains a threshold level of \$1,000, or more for capitalizing capital assets.

Capital assets are recorded in the GWFS, but are not reported in the FFS. Since surplus assets are sold for an immaterial amount when declared as no longer needed by the Clerk, no salvage value is taken into consideration for depreciation purposes. Depreciation is provided over the estimated useful lives of each class of depreciable assets and is computed on the straight-line method. The range of estimated useful lives for furniture, fixtures, and equipment is 5-10 years.

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

H. FUND EQUITY

Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions" provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

Nonspendable Fund Balance - amounts that are not in spendable form (such as inventory) or are required to be maintained intact.

Restricted Fund Balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provision, or by enabling legislation.

Committed Fund Balance - amounts constrained to specific purposes by the Clerk itself, using its highest level of decision-making authority. To be reported as committed, amounts cannot be used for any other purpose unless the Clerk takes the same highest level action to remove or change the constraint.

Assigned Fund Balance - amounts the Clerk intends to use for a specific purpose. Intent is expressed by the Clerk.

Unassigned Fund Balance - amounts that are available for any purpose. Positive amounts are reported only in the general fund.

The Clerk establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the Clerk through adoption or amendment of the budget as intended for specific purpose (such as the purchase of fixed assets, construction, debt service, or for other purposes).

I. LONG-TERM DEBT

All long-term debt to be repaid from governmental funds is reported as liabilities in the government-wide statements. The Clerk has two long-term debts at June 30, 2017. These are the OPEB payable and net pension liability.

J. DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. These amounts are reported as deferred outflows of resources and/or deferred inflows of resources in the government-wide financial statements.

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 2 – CASH AND CASH EQUIVALENT

Under state law, the Clerk may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The Clerk may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At June 30, 2017, the Clerk has cash and cash equivalents (book balances) totaling \$446,567, of which \$340,868 is attributable to fiduciary funds, and is not presented in the Statement of Net Position.

Demand deposits	\$ 372,135
LAMP	74,432
Total	\$ 446,567

These deposits are stated at cost, which approximates market. Under state law these deposits, or the resulting bank balances, must be fully 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 of deposit with the fiscal agent bank. The securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) not in LAMP at June 30, 2017, are secured by federal deposit insurance in the amount of \$409,600, and by pledged securities in the amount of \$0.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. In accordance with LSA -R.S.33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP'S investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S.33:2955 (A) (1)(h) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "investment grade (A-1/P-1) commercial paper of domestic United States corporations". Effective October 1, 2001, LAMP'S investment guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. 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 position in the external investment pool is the same as the value of the pool shares.

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

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 3 – INVESTMENTS

At June 30, 2017, the Clerk had one investment held by the Advance Deposit fund. This investment was a certificate of deposit in the amount of \$7,407 at Capital One Bank.

NOTE 4 – COMPENSATED ABSENCES

After one year of service, all employees of the Clerk of Court's office earn from 5 to 10 days of vacation leave each year, depending on length of service. Vacation leave cannot be accumulated and carried forward to succeeding years. Sick leave is granted on a case-by-case basis, at the discretion of the Clerk.

NOTE 5 – RISK MANAGEMENT

The Clerk of Court is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the Clerk maintains commercial insurance policies covering automobile liability, medical payments, uninsured motorist, and collision, workers compensation and surety bond coverage for all employees. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. In addition to the above policies, the Clerk also maintains an errors and omissions claim policy with the Louisiana Clerks of Court Risk Management Agency. No claim has been filed on the policy during the past three years, nor is the Clerk aware of any unfiled claims.

NOTE 6 – RECEIVABLES

The Clerk's receivables at June 30, 2017 are as follows:

Class of receivable

	Governmental Funds	Government- Wide
Fees, charges, and commissions for services:		
Clerk's fees	\$ 3,682	\$ 3,682
Criminal fees	4,793	4,793
Non-support fees	5,313	5,313
Court attendance	2,710	2,710
Advance Deposit Fund	15,665	15,665
Total	<u>32,163</u>	<u>32,163</u>
Less allowance for doubtful account	(9,002)	(3,297)
Net	<u>\$ 23,161</u>	<u>\$ 28,866</u>

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 7 - CAPITAL ASSETS

The following schedule presents changes in capital assets for the year ended June 30, 2017:

	Balance June 30, 2016	Additions	Deletions	Balance June 30, 2017
Office furniture and equipment	\$ 122,815	\$ 2,344	\$ -	\$ 125,159
Total capital assets	<u>122,815</u>	<u>2,344</u>	<u>-</u>	<u>125,159</u>
Less:				
Accumulated depreciation	<u>(113,154)</u>	<u>(2,382)</u>	<u>-</u>	<u>(115,536)</u>
Total capital assets, net	<u>\$ 9,661</u>	<u>\$ (38)</u>	<u>\$ -</u>	<u>\$ 9,623</u>

NOTE 8 - PENSION PLAN

Substantially all employees of the Madison Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund, a multiple-employer, public employee retirement system controlled and administered by a separate board of trustees.

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

Contributions to the System include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. State statute requires covered employees to contribute a percentage of their salaries to the System. As provided by Louisiana Revised Statute 11:103, the employer's contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. Members are required to contribute 8.25% of their annual covered salary and the Madison Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 19.00% of annual covered payroll. The Madison Parish Clerk of Court contributed the entire 27.25%. The Madison Parish Clerk of Court's contribution for the year ending June 30, 2017, was \$58,453, equal to the required contributions of the year.

The Louisiana Clerks of Court Association issues a publicly available Actuarial Valuation and required supplementary information. That information may be obtained by writing to Louisiana Clerks of Court Association, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 8 - PENSION PLAN- continued

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

At June 30, 2017, the Clerk reported a liability of \$463,345 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's 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 clerks, actuarially determined. At June 30, 2016, the Clerk's proportion was .250460 percent, which was a decrease of .001930 % from its proportion as of June 30, 2015.

For the year ended June 30, 2017, the Clerk recognized pension expense of \$56,826. At June 30, 2017, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 4,729	\$ 15,771
Changes of assumptions	28,536	-
Net difference between projected and actual earnings on pension plan investments	79,942	-
Changes in proportion and differences between Clerk contributions and proportionate share of contributions	-	7,509
Clerk contributions subsequent to the measurement date	58,453	-
Total	\$ 171,660	\$ 23,280

Deferred outflows of resources of \$58,453 related to pensions resulting from Clerk contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2018	17,635
2019	17,635
2020	33,077
2021	21,580
Total	\$ 89,927

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 8 - PENSION PLAN- continued

Actuarial Methods and Assumptions. The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

The components of the net pension liability of the Fund's participating employers as of June 30, 2017, are as follows:

	2016
Total Pension Liability	\$ 716,218,412
Plan Fiduciary Net Position	531,220,994
Total Net Pension Liability	\$ 184,997,418

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

Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	7.00%, net of investment expense
Projected Salary Increases	5.00%
Inflation Rate	2.50%
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)
Expected Remaining Service Lives	2016 - 5 years 2015 - 5 years 2014 - 5 years
Cost-of-Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 8 - PENSION PLAN- continued

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

The mortality rate assumption used was verified by combing 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 – 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 expense and inflation) developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by adding expected inflation. The long-term rate of return was 7.20%, for the year ended June 30, 2016.

The best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2016, is summarized in the following table:

Asset Class	Target Asset Allocation	Long-term Expected Portfolio Real Rate of Return
Fixed Income:		
Core fixed income	5.00%	1.00%
Core plus fixed income	15.00%	1.50%
Domestic Equity:		
Large cap domestic equity	21.0%	4.25%
Nonlarge cap domestic equity	7.00%	4.00%
International Equity:		
Large international equity	15.50%	5.25%
Small cap international equity	5.00%	5.00%
Emerging markets	6.50%	7.25%
Real Estate	10.00%	4.75%
Master Limited Partnerships	5.00%	6.50%
Hedge Funds	10.00%	3.50%
	<u>100.0%</u>	

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 8 - PENSION PLAN- continued

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on these assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity to Changes in Discount Rate:

The following presents the net pension liability of the participating employers calculated using the discount rate of 7.00%, as well as what the employers net pension liability would be if it were calculated using a discount rate that is one percentage point lower 6.00% or one percentage point higher 8.00% than the current rate as of June 30, 2016:

	Changes in Discount Rate		
	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Net Pension Liability	\$ 659,331	\$ 463,345	\$ 296,992

NOTE 9 – DEFERRED COMPENSATION PLAN

Certain employees of the Madison Parish Clerk of Court participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

NOTE 10 – POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS

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

Funding Policy. The contribution requirements of plan members and the Clerk are established and may be amended by the LCCIT board of trustees. The Clerk pays for the entire premium charged by the LCCA for retirees and their dependents. Retirees are not required to contribute. Surviving spouses are required to pay 100% of the premiums. For fiscal year 2017, the Clerk contributed \$10,200 to the plan and the retirees/surviving spouses contributed \$462.

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 10 – POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS – continued

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

Annual Required Contribution	\$ 59,197
Interest on Net OPEB Obligation	8,898
Adjustment to Annual Required Contribution	<u>(13,355)</u>
Annual OPEB Cost (Expense)	54,740
Contributions Made	<u>(10,200)</u>
Increase in Net OPEB Obligation	44,540
Net OPEB Obligation - beginning of year	<u>254,222</u>
Net OPEB Obligation - end of year	<u><u>\$ 298,762</u></u>

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

<u>Fiscal Year End</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2015	\$ 49,858	26.5%	\$ 209,201
6/30/2016	\$ 46,114	22.8%	\$ 244,807
6/30/2017	\$ 54,740	18.6%	\$ 298,762

Funded Status and Funding Progress. As of June 30, 2017, the actuarial accrued liability for benefit was \$598,335, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$214,506, and the ratio of the unfunded actuarial accrued liability to the covered payroll was 35.85%.

The projection of future benefit payments for an ongoing 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 annual required contributions 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 multiyear 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.

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 10 – POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS – continued

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% initially, reduced by decrements to an ultimate rate of 5% after 13 years. Medicare Supplement trend starts at 4% and decreases to 3% after 8 years. Dental trend decreases from 4% to 3% over 5 years and vision is 3% in all years. The Clerk's unfunded actuarial liability is being amortized on a level dollar, open basis over 30 years.

NOTE 11 – CHANGES IN AGENCY FUND BALANCE

A summary of changes in agency fund balances due to others follows:

	Agency Deposit	Registry of Court	Total
Balance at June 30, 2016	\$ 135,059	\$ 271,981	\$ 407,040
Additions	269,552	38,100	307,652
Deletions	(274,960)	(78,303)	(353,263)
Balance at June 30, 2017	<u>\$ 129,651</u>	<u>\$ 231,778</u>	<u>\$ 361,429</u>

NOTE 12 – FIDUCIARY FUND TYPE – AGENCY FUNDS

Advance Deposit Fund

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842 are used to account for advance deposits on suits filed against litigants. The advances are refundable to the litigants after all costs have been paid.

Registry of Court Fund

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, is used to account for funds which have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

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**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017 – continued**

NOTE 13 – EXPENDITURES OF THE CLERK OF COURT PAID BY THE POLICE JURY

The Madison Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Madison Parish Police Jury.

NOTE 14 - SUBSEQUENT EVENTS

Subsequent events were evaluated through December 13, 2017, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
BUDGETARY COMPARISON SCHEDULE – GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2017**

	BUDGET ORIGINAL	ACTUAL (BUDGETARY) BASIS	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
License and permits - marriage	\$ 3,500	\$ 3,665	\$ 165
Intergovernmental revenues:			
Clerk's supplemental compensation	22,800	22,750	(50)
State grants	20,000	20,150	150
Fees, charges, and commissions for services:			
Court costs, fees, and charges	210,750	208,029	(2,721)
Fees for recording legal documents	177,000	177,250	250
Fees for certified copies of documents	20,000	18,718	(1,282)
Miscellaneous	-	1,329	1,329
Use of money and property - interest earnings	-	875	875
Election	-	1,250	1,250
Total revenues	<u>454,050</u>	<u>454,016</u>	<u>(34)</u>
EXPENDITURES			
Current:			
General governmental - judicial			
Personal services and related benefits	364,646	353,302	11,344
Operating services	60,824	65,629	(4,805)
Materials and supplies	8,800	21,359	(12,559)
Travel and other charges	14,700	13,627	1,073
Capital outlay	-	2,344	(2,344)
Total expenditures	<u>448,970</u>	<u>456,261</u>	<u>(7,291)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	5,080	(2,245)	(7,325)
FUND BALANCE, beginning of year	<u>102,309</u>	<u>102,309</u>	<u>-</u>
FUND BALANCE, end of year	<u>\$ 107,389</u>	<u>\$ 100,064</u>	<u>\$ (7,325)</u>

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
SCHEDULE OF FUNDING PROGRESS FOR EMPLOYEE HEALTH CARE PLAN
FOR THE YEAR ENDED JUNE 30, 2017**

Actual Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Covered Payroll	UALL as a Percentage of Covered Payroll
6/30/2009	\$ -	\$ 459,545	\$ 459,545	0.0%	\$ 218,380	210.4%
6/30/2012	\$ -	\$ 515,292	\$ 515,292	0.0%	\$ 247,087	208.6%
6/30/2015	\$ -	\$ 598,335	\$ 598,335	0.0%	\$ 239,789	245.5%

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
LOUISIANA CLERKS OF COURT RETIREMENT AND RELIEF FUND
FOR THE YEAR ENDED JUNE 30, 2017**

Actuarial Valuation Date	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2014	0.254638%	\$ 343,471	\$ 230,558	148.97%	79.34%
June 30, 2015	0.252390%	\$ 378,593	\$ 247,087	153.23%	78.13%
June 30, 2016	0.250460%	\$ 463,345	\$ 228,601	202.69%	74.17%

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

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
SCHEDULE OF EMPLOYER CONTRIBUTION
LOUISIANA CLERKS OF COURT RETIREMENT AND RELIEF FUND
FOR THE YEAR ENDED JUNE 30, 2017**

Actuarial Valuation Date	Contractually Required Contribution	Contribution in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2014	\$ 61,920	\$ 61,920	-	\$ 230,558	26.85%
June 30, 2015	\$ 62,221	\$ 62,221	-	\$ 247,087	25.18%
June 30, 2016	\$ 62,294	\$ 62,294	-	\$ 228,601	27.25%

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

OTHER SUPPLEMENTARY INFORMATION

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

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>TOTAL</u>
ASSETS			
Cash and equivalents	\$ 109,090	\$ 231,778	\$340,868
Investments	7,407	-	7,407
Due from General Fund	13,154	-	13,154
TOTAL ASSETS	<u>129,651</u>	<u>231,778</u>	<u>361,429</u>
LIABILITIES			
Unsettled deposits	<u>129,651</u>	<u>231,778</u>	<u>361,429</u>
TOTAL LIABILITIES	<u>\$ 129,651</u>	<u>\$ 231,778</u>	<u>\$361,429</u>

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
AGENCY FUNDS
COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FOR THE YEAR ENDED JUNE 30, 2017**

	Advance Deposit Fund	Registry Of Court Fund	Total
Balances, beginning of year	<u>\$ 135,059</u>	<u>\$271,981</u>	<u>\$ 407,040</u>
Additions:			
Deposits:			
Suits and successions	269,552	37,396	306,948
Interest earnings of investments	-	704	704
Total additions	<u>269,552</u>	<u>38,100</u>	<u>307,652</u>
Total	<u>404,611</u>	<u>310,081</u>	<u>714,692</u>
Reductions:			
Payments by order of the court	-	78,303	78,303
Clerk's costs	120,068	-	120,068
Settlements to litigants	114,155	-	114,155
Sheriff's fees	16,735	-	16,735
Other reductions	24,002	-	24,002
Total reductions	<u>274,960</u>	<u>78,303</u>	<u>353,263</u>
Balances, end of year	<u>\$ 129,651</u>	<u>\$231,778</u>	<u>\$ 361,429</u>

**MADISON PARISH CLERK OF COURT
TALLULAH, LOUISIANA
SCHEDULE OF COMPENSATION, BENEFITS,
OTHER PAYMENTS TO AGENCY HEAD
JUNE 30, 2017**

Marion Hopkins, Clerk

Salary and expense amount	\$	133,449
Benefits - insurance		8,645
Benefits - retirement		35,059
Benefits - deferred compensation		3,900
Reimbursements		<u>1,190</u>
 Total	 \$	 <u><u>182,243</u></u>

THE HALFORD FIRM, PLLC

CERTIFIED PUBLIC ACCOUNTANTS

Members
American Institute of
Certified Public Accountants

Mississippi Society of
Certified Public Accountants

Louisiana Society of
Certified Public Accountants

Independent Accountant's Report On Applying Agreed-Upon Procedures

Honorable Marion Hopkins
Madison Parish Clerk of Court
Madison Parish Courthouse
Tallulah, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Madison Parish Clerk of Court and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Madison Parish Clerk of Court's compliance with certain laws and regulations during the year ended June 30, 2017, included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the 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.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:221-2251 (the public bid law).

During the year ended June 30, 2017, the Madison Parish Clerk of Court had no expenditure that required bids.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each Board member as defined by LSA-RS 42:1100-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included in the listing obtained from management in agreed-upon procedure (2) as immediate family members.

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None of the employees included on the list of employees provided by management in agreed-upon procedure (3) appeared on the lists provided by management in agreed-upon procedure (2)

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments

Management provided us with a copy of the original budget and stated there were no amendments to it.

6. Trace the budget adoption and amendments to the minute books.

We reviewed the original budget and agreed it to the budget report in the financial statements. The Clerk does not have a board or minute book.

7. Compare the revenues and expenditures of the final budget to actual revenues, actual expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual expenditures for the year did not exceed budgeted amounts by more than 5%, and actual revenues exceeded or were within 5% of budgeted amounts for the general fund.

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:

- A. Trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six disbursements and found that payment was for the proper amount and made to the correct payee.

- B. Determine if payments were properly coded to the correct fund and general ledger account;

Six of the payments were properly coded to the correct fund and general ledger account.

- C. Determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the Clerk. All six invoices were approved for payment by the Clerk.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:12 (the open meetings law).

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The Clerk is an elected official and does not have a board. Therefore, there are no meetings or minutes.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances & Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees that may constitute bonuses, advances, or gifts.

The Madison Parish Clerk of Court does not have any minutes. We inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

Prior Comments and Recommendations

12. Review any prior year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

There were no suggestions, recommendations, or comments for the prior year.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Madison Parish Clerk of Court and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

The Halford Firm, PLLC

Vicksburg, Mississippi
December 13, 2017