

**GRANT PARISH CLERK OF COURT
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2018**



**Rozier Harrington
& McKay** | CERTIFIED PUBLIC
ACCOUNTANTS |

TABLE OF CONTENTS

	<u>PAGE</u>
Independent Auditors' Report.....	1 - 3
Required Supplemental Information (Part I)	
Management's Discussion and Analysis.....	4 - 7
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position.....	8
Statement of Activities	9
Fund Financial Statements	
Governmental Funds	
Balance Sheet.....	10
Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position	11
Statement of Revenues, Expenditures and Changes in Fund Balance.....	12-13
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities	14
Fiduciary Funds	
Combining Statement of Fiduciary Assets and Liabilities	15
Notes to Financial Statements.....	16 - 35
Required Supplemental Information (Part II)	
Statement of Revenues, Expenditures and Changes in Fund Balances (Budget and Actual)	
General Fund	36
Schedule of Changes in Net OPEB Liability.....	37
Cost Sharing Retirement Systems	
Schedule of Net Pension Liability Data.....	38
Schedule of Employer Contributions.....	39
Other Supplemental Information	
Fiduciary Funds - Combining Statement of Changes in Assets and Liabilities	40-41
Schedule of Agency Head Reimbursements.....	42
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on An Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	43-44
Schedule of Findings and Questioned Cost.....	45
Management's Corrective Action Plan	46
Summary of Prior Year Findings and Questioned Cost.....	47
APPENDIX A	
Statewide Agreed-Upon Procedures.....	A1 – A19

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December 21, 2018

INDEPENDENT AUDITORS' REPORT

To the Honorable Mr. Randall Briggs
Grant Parish Clerk of Court
P.O. Box 263
Colfax, LA 71417-0263

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, major funds, and the aggregate remaining fund information of the Grant Parish Clerk of Court (Clerk of Court), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Clerk's primary government 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 error or fraud.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion 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; the standards applicable to financial audits contained in *Government Auditing Standards* and 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 basic financial statements of the Clerk's primary government are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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

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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 financial statement presentation of the financial statements.

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

OPINION

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Grant Parish Clerk of Court, as of June 30, 2018, and the respective changes in financial for the year then 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 the information listed below to supplement the basic financial statements.

- Management's Discussion and Analysis
- Statement of Revenues, Expenditures, and Changes in Fund Balances (Budget and Actual)
- Schedule of Changes in Net OPEB Liability
- Schedule of Net Pension Liability Data
- Schedule of Employer Contributions

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 SUPPLEMENTAL INFORMATION

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clerk of Court's basic financial statements. The other supplemental information listed below is presented for purposes of additional analysis and are not a required part of the basic financial statements.

- Fiduciary Funds - Combining Statement of Changes in Assets and Liabilities
- Schedule of Agency Head Reimbursements

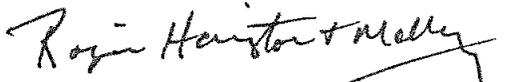
The other supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional

Mr. Randall Briggs
Grant Parish Clerk of Court
December 21, 2018
Page 3

procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, other supplemental information is fairly stated in all material respects in relation to the basic financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated December 21, 2018, on our consideration of the Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk of Court's internal control over financial reporting and compliance.


Rozier, Harrington & McKay,
Certified Public Accountants

December 21, 2018
Alexandria, Louisiana

Grant Parish Clerk of Court

Management's Discussion and Analysis

June 30, 2018

This section of the Grant Parish Clerk of Court's annual financial report presents our discussion and analysis of the Clerk's financial performance during the fiscal year ended June 30, 2018.

OVERVIEW OF FINANCIAL STATEMENTS

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Clerk's financial position and results of operations from differing perspectives which are described as follows:

GOVERNMENT – WIDE FINANCIAL STATEMENTS

The government-wide financial statements report information about the Clerk as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Clerk's assets (including infrastructure acquired after January 1, 2004) and all of the Clerk's liabilities (including long-term debt).

The government-wide financial statements are comprised of governmental activities; which are described as follows:

- **Governmental Activities** – Governmental Activities account for expenses incurred in connection with providing basic services as the ex-officio notary public, the recorder of conveyances, mortgages, and filing of civil and criminal cases, among other duties. The governmental activities are financed by license and permit fees, and other fees for services provided.

FUND FINANCIAL STATEMENTS

Fund financial statements provide detailed information regarding the Clerk's most significant activities and are not intended to provide information for the Clerk as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Clerk has two types of funds that are described as follows:

- **Governmental Funds** – These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Clerk's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.
- **Agency Funds** – The agency funds; the Advance Deposit Fund, the Registry of Court Fund, and the Child Support Fund, account for assets held by the Clerk as an agent for litigants. These funds are custodial in nature (assets equal liabilities) and do not involve

Grant Parish Clerk of Court

Management's Discussion and Analysis

June 30, 2018

measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

FINANCIAL ANALYSIS OF THE CLERK AS A WHOLE

NET POSITION

A condensed version of the government-wide Statement of Net Position is presented as follows:

	<u>June 30, 2018</u>	<u>June 30, 2017</u>
	<u>Governmental</u>	<u>Governmental</u>
	<u>Activities</u>	<u>Activities</u>
<u>Assets:</u>		
Current and Other Assets	\$ 535,735	\$ 419,671
Capital Assets	21,929	11,287
Total Assets	557,664	430,958
<u>Deferred Outflows</u>	121,671	236,978
<u>Liabilities:</u>		
Current Liabilities	29,669	35,555
Long-term Liabilities	963,907	1,470,656
Total Liabilities	993,576	1,506,211
<u>Deferred Inflows</u>	61,508	68,940
<u>Net Position:</u>		
Invested in Capital Assets (Net)	21,929	11,287
Unrestricted	(397,678)	(918,502)
Total Net Position - Ending	(375,749)	(907,215)

As the presentation appearing above demonstrates, the Clerk has a deficit in Net position of \$375,749. This deficit is primarily caused by OPEB obligations and the Clerk's Net Pension Liability, totaling \$963,907. These liabilities are classified as long-term, and are not expected to arise for many years. Accordingly, the Clerk has sufficient assets to meet its ongoing obligations to creditors and other interested parties for the foreseeable future.

Grant Parish Clerk of Court

Management's Discussion and Analysis

June 30, 2018

CHANGES IN NET POSITION

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	<u>For the Year Ended June 30, 2018</u>	
	<u>Governmental Activities</u>	<u>For the Year Ended June 30, 2017</u>
<u>Revenues:</u>		
Program Revenue:		
Charges for Services	\$ 766,680	\$ 675,028
Operating Grants and Contributions	23,400	43,098
Capital Grants and Contributions	22,589	----
Other	----	----
<u>Total Revenue</u>	<u>812,669</u>	<u>718,126</u>
<u>Program Expenses:</u>		
General Government	658,750	694,743
<u>Total Expenses</u>	<u>658,750</u>	<u>694,743</u>
Excess (Deficiency) Before Transfers and Special Items	153,919	23,383
Interest	7,240	7,113
Change in Net Position	161,159	30,496
<u>Net Position Beginning</u>		
As Previously Reported	(907,215)	
Cumulative Effect of Adopting GASB 75	370,307	
As Restated	(536,908)	(937,711)
<u>Net Position Ending</u>	<u>(375,749)</u>	<u>(907,215)</u>

Governmental activities increased the Clerk's net position by \$161,159. This increase is due to efficient operations in the current year, as well as an increase in statutorily set fees.

FINANCIAL ANALYSIS OF THE CLERK'S FUNDS

The Clerk's general fund, which is available for spending at the Clerk's discretion, reported a fund balance of \$506,066 which represents an increase of \$121,950 in comparison to the previous

Grant Parish Clerk of Court

Management's Discussion and Analysis

June 30, 2018

balance. Differences between fund balances and net position reported for governmental activities are attributable to including capital assets in the determination of net position, and changes in OPEB and Net Pension Liabilities, which are not accounted for in the modified accrual focus.

GENERAL FUND BUDGET HIGHLIGHTS

The Clerk's general fund is required to adopt a budget and the budget is amended as necessary. In the current year the Clerk's revenues were greater than budgeted amounts by \$57,309. The Clerk's expenses were less than budgeted expenses by \$95,241. Budget variances for revenues and expenditures were within the acceptable range.

CAPITAL ASSET ADMINISTRATION

Capital Asset additions were limited to the purchase of a new server.

DEBT ADMINISTRATION

As of June 30, 2018, the Grant Parish Clerk of Court did not issue any new debt.

GRANT PARISH CLERK OF COURT

STATEMENT OF NET POSITION

June 30, 2018

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 463,020
Investments	18,914
Receivables (net)	51,647
Other Current Assets	2,154
Capital Assets	
Depreciable, net of accumulated depreciation	<u>21,929</u>
Total assets	<u>557,664</u>
<u>DEFERRED OUTFLOWS</u>	
Pension Funding Deferrals	<u>121,671</u>
<u>LIABILITIES</u>	
Accounts payable and other payables	15,165
Payroll Liabilities	14,094
Other Current Liabilities	410
Long-term liabilities	
Net OPEB Obligation	468,902
Aggregate net pension liability	495,005
Total liabilities	<u>993,576</u>
<u>DEFERRED INFLOWS</u>	
Pension Funding Deferrals	61,508
<u>NET POSITION</u>	
Invested in capital assets, net of related debt	21,929
Unrestricted	<u>(397,678)</u>
Total net position (deficit)	<u>\$ (375,749)</u>

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

Grant Parish Clerk of Court

Statement of Activities

Year Ended June 30, 2018

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and</u>
		<u>Charges for</u>	<u>Operating</u>	<u>Capital</u>	<u>Changes in Net Position</u>
		<u>Services</u>	<u>Grants and</u>	<u>Grants and</u>	<u>Governmental</u>
			<u>Contributions</u>	<u>Contributions</u>	<u>Activities</u>
<u>Governmental Activities:</u>					
General Government	\$ 658,750	\$ 766,680	\$ 23,400	\$ 22,589	\$ 153,919
			General Revenues:		
			Interest		<u>7,240</u>
			Total		7,240
			Change in Net Position		161,159
			Net Position Beginning		
			As Previously Reported		(907,215)
			Cumulative Effect of Adopting GASB 75		<u>370,307</u>
			As Restated		<u>(536,908)</u>
			Net Position Ending		<u>\$ (375,749)</u>

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

Grant Parish Clerk of Court

Balance Sheet

Governmental Funds - June 30, 2018

	<u>General Fund</u>	<u>Total Governmental Funds</u>
<u>Assets</u>		
Cash and cash equivalents	\$ 463,020	\$ 463,020
Investments	18,914	18,914
Receivables (net)	51,647	51,647
Due from agency fund	2,154	2,154
Total assets	<u>\$ 535,735</u>	<u>\$ 535,735</u>
<u>Liabilities and fund equity</u>		
<u>Liabilities:</u>		
Accounts Payable	\$ 15,165	\$ 15,165
Payroll Liabilities	\$ 14,094	\$ 14,094
Due to agency fund	410	410
Total liabilities	<u>29,669</u>	<u>29,669</u>
<u>Fund equity:</u>		
Unassigned	<u>506,066</u>	<u>506,066</u>
Total fund equity	<u>506,066</u>	<u>506,066</u>
Total liabilities and fund equity	<u>\$ 535,735</u>	<u>\$ 535,735</u>

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

Grant Parish Clerk of Court

Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Assets of Governmental Activities on the Statement of Net Position

Year Ended June 30, 2018

Total Fund Balances - Governmental Funds	\$	506,066
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		21,929
Long term liabilities and pension related deferred outflows and deferred inflows are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet		<u>(903,744)</u>
Net Position of Governmental Activities	\$	<u>(375,749)</u>

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

Grant Parish Clerk of Court

Statement of Revenues, Expenditures, and Changes in Fund Balance Governmental Funds - Year Ended June 30, 2018

	<u>General Fund</u>
<u>Revenues:</u>	
Charges for Services	
Recording Fees	\$ 388,997
Legal Filing Fees	350,014
Child Support Filing Fees	16,153
Licenses and permits	
Marriage License Fees	2,254
Election Revenues	6,737
Intergovernmental Revenues	45,989
Interest Income	7,240
Miscellaneous Revenues	2,525
Total revenues	<hr/> 819,909
<u>Expenditures:</u>	
Personnel Services & Related Benefits	565,674
Office/ Administrative	91,185
Operating Services	18,511
Capital Expenditures	22,589
Total expenditures	<hr/> 697,959
Excess (deficiency) of revenues over expenditures	121,950

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

Grant Parish Clerk of Court

Statement of Revenues, Expenditures, and Changes in Fund Balance Governmental Funds - Year Ended June 30, 2018

	<u>General Fund</u>
Excess (deficiency) of revenues over expenditures	<u>121,950</u>
<u>Other financing sources (uses):</u>	
Operating transfers in	-
Operating transfers out	<u>-</u>
Total other financing sources (uses)	<u>-</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other uses	121,950
Fund balance - beginning of year	<u>384,116</u>
Fund balance - end of year	<u><u>\$ 506,066</u></u>

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

Grant Parish Clerk of Court

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities

Year Ended June 30, 2018

Net change in fund balances of Governmental Funds \$ 121,950

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 estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital expenditures reported by Governmental Funds	22,589	
Depreciation expense reported on a government-wide basis	<u>(11,947)</u>	10,642

Activity related to postemployment benefits reported in the statement of activities that do not require the use of current financial resources and therefore are not reported by governmental funds.		<u>28,567</u>
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Change in net position of governmental activities		<u>\$ 161,159</u>
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The accompanying notes are an integral part of the financial statements.

Grant Parish Clerk of Court

Combining Statement of Fiduciary Assets and Liabilities

Fiduciary Funds - Year Ended June 30, 2018

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Child Support Fund</u>	<u>Total</u>
<u>Assets</u>				
Cash & Cash Equivalents	\$ 1,102,590	\$ 276,218	\$ 986	\$ 1,379,794
Other Assets	\$ 5,000	\$ 78	\$ 3,447	\$ 8,525
	-	-	-	\$ -
Total Assets	1,107,590	276,296	4,433	\$ 1,388,319
<u>Liabilities</u>				
				-
Other Liabilities	2,154	5,000	3,114	10,268
Unsettled Deposits	1,105,436	271,296	1,319	1,378,051
Total Liabilities	1,107,590	276,296	4,433	1,388,319

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Grant Parish Clerk of Court (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.

The Clerk's accounting policies conform to generally accepted accounting principals for governmental units. 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. Some of the Clerk's more significant accounting policies are described as follows:

FINANCIAL REPORTING ENTITY

For reporting purposes, the Clerk is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (the Clerk), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) established criteria for determining which component units should be considered part of the Grant Parish Clerk of Court for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a) The ability of the Clerk to impose its will on that organization and/or
 - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Clerk.
2. Organizations for which the Clerk does not appoint a voting majority but are fiscally dependent on the Clerk.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based upon application of these criteria, there were no potential component units and all of the Clerk's activities were included in the primary government reporting entity.

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

BASIC FINANCIAL STATEMENTS

The basic financial statements include both government-wide and fund financial statements. Fund financial statements categorize activities as either governmental activities or fiduciary, which are described as follows:

- Governmental activities involve government services that are normally supported by charges for services and intergovernmental revenues.
- Fiduciary activities account for assets held by the Clerk as an agent for litigants; pending court action.

The government-wide and fund financial statements present the Clerk's financial position and results of operations from differing perspectives which are described as follows:

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The Statement of Net Position and the Statement of Activities display information about the Clerk as a whole. Government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

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 specially associated with a program or function and therefore, are clearly identifiable to a particular function. Program revenues include (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.

FUND FINANCIAL STATEMENTS

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Separate financial statements are provided for governmental funds and fiduciary activities. Major individual funds are reported as separate columns in the fund financial statements. The Clerk's major fund is described as follows:

MAJOR GOVERNMENTAL FUNDS

General Fund – The General Fund, as provided by Louisiana Revised Statute 13:791, is the principal fund of the Clerk of Court and is used to account for the operations of the Clerk of Court's office. The various fees and charges due to the Clerk of Court's office are accounted for in this fund. General operating expenditures are paid from this fund.

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

FIDUCIARY 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 the category include the Advance Deposit Fund, the Registry of the Court, and the Child Support Fund. These funds are custodial in nature (assets equal liabilities) and do not involve measurements of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

BASIS OF ACCOUNTING AND MEASUREMENT FOCUS

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<u>Financial Statement Presentation</u>	<u>Basis of Accounting</u>	<u>Measurement Focus</u>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements:		
Governmental Funds	Modified Accrual Basis	Current Financial Resources
Fiduciary Funds	Modified Accrual Basis	None

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of account and the current financial resources measure focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end or if it is due under a cost reimbursement arrangement. In addition, expenses are generally recorded when a liability has been incurred; however, debt service, claims and judgments are recorded as expenses when payment is made. Furthermore, when the current financial resources measure focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as an other-financing source and repayment of long-term debt is reported as an expenditure.

BUDGETARY CONTROL

Formal budgetary accounting is employed as a management control. The Grant Parish Clerk of Court prepares and adopts a budget each year for its general fund in accordance with Louisiana Revised Statutes. The operating budget is prepared based on prior year's revenues and expenditures, and the estimated increase or decreases therein for the current year, using the modified accrual basis of accounting. The Clerk of Court amends its budget when projected revenues are expected to be

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

less than budgeted revenues by five percent or more, and/or projected expenditures are expected to be more than budgeted amounts by five percent or more.

CASH AND CASH EQUIVALENTS

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments. Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law. Furthermore, interest rate risk associated with certificates of deposits is typically mitigated by purchasing instruments that mature in one year or less.

INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S) 33:2955 and the Clerk's investment policy. If the original maturities of certificates of deposits exceed 90 days, they are classified as investments, however if the original maturities are 90 days or less, they are classified as cash equivalents.

RECEIVABLES

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include fees and charges paid by the recipients for goods or services offered by the programs.

BAD DEBTS

Uncollectible amounts due for receivables are recognized as bad debts by direct write-off at the time information becomes available which would indicate the uncollectibility of the particular receivable. Although the specific charge-off method is not in conformity with generally accepted accounting principles, no allowance for uncollectible accounts receivable was made due to immateriality at June 30, 2018.

INTERNAL ACTIVITY:

Interfund transactions are reported as operating transfers when the recipient fund is not expected to provide repayment. Transactions that are expected to result in repayment are reported as interfund receivables and payables. Any interfund receivables and payables that are not expected to be repaid within one year are classified as advances.

CAPITAL ASSETS

Capital assets, which include property, equipment and infrastructure acquired after December 31, 2003, are reported as assets in the government-wide financial statements. Assets reported in the fund

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

financial statements for governmental funds exclude capital assets. Instead, the governmental funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their fair market value when received by the Clerk. Capital assets are depreciated using the straight-line method and estimated useful lives ranging from 3 to 40 years. Useful lives are selected depending on the expected durability of the particular asset.

COMPENSATED ABSENCES

The Clerk of Court has the following policy relating to vacation and sick leave:

Full-time employees receive 10 days of non-cumulative vacation leave annually and, depending upon length of service, from 10 to 16 days of sick leave annually. Sick leave can be accumulated without limitation, but there is no provision for payment of accumulated sick leave upon termination or retirement. At June 30, 2018 there were no material amounts of accumulated and vested benefits relating to vacation and sick leave.

PENSIONS

For purposes of measuring the Net Pension Liability, Deferred Outflows, and Deferred Inflows related to pensions, pension expense, information about the fiduciary net position of the Louisiana Clerks' of Court Retirement and Relief Fund (System) and addition to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources until the applicable period. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

EQUITY CLASSIFICATIONS

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

A). Net investment in capital assets – consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, constructions, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

B.) Restricted Net Positions – Net position is considered restricted if the use is constrained to a particular purpose. Restrictions are imposed by external organizations such as federal or state laws or buyers of the Clerk of Court's debt. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.

C.) Unrestricted net position – Consist of all other net position that does not meet the definition of the two above components and is available for general use by the Clerk of Court.

In the fund financial statements, governmental fund equity is classified as fund balance. As such fund balance of the governmental fund is classified as follows:

A.) Nonspendable – Amounts that cannot be spend either because they are not in spendable form or because they are legally or contractually required to be maintained intact

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

C.) Committed – Amounts that can be used only for specific purposes determined by a formal decision of the Clerk of Court, which is the highest level of decision-making authority for the Grant Parish Clerk of Court.

D.) Assigned – Amounts that do not meet the criteria to be classified as restricted or committed, but that are intended to be used for specific purposes. Only the Clerk of Court may assign amounts for specific purposes.

E.) Unassigned – All other spendable amounts

The Clerk applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, or unassigned) amounts are available. Similarly, within unrestricted fund balances, committed amounts are reduced first, followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used. The Clerk does not have a formal minimum fund balance policy.

NOTE 2 - CASH AND CASH EQUIVALENTS

Deposits are stated at cost, which approximates market. Under state law, deposits 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. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

At June 30, 2018, the Clerk had \$1,963,950 in deposits (collected bank balance), held in three local banks. These deposits are secured from risk by \$250,000 of federal deposit insurance on demand deposits; and \$250,000 of federal deposit insurance on the Interest-Bearing Accounts for a total of \$500,000 at each bank. In addition, a total of \$1,788,187 of pledged securities was held by the custodial banks in the name of the fiscal agent banks. At the end of the year, the Grant Parish Clerk of Court was not subject to credit risk.

NOTE 3 – INVESTMENTS

Included in the investment balance at year-end is \$18,914 held by the Louisiana Asset Management Pool. LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities that have contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

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

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

- Credit Risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial Credit Risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of Credit Risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest Rate Risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments.
- Foreign Currency Risk: Not applicable

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

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

LAMP, Inc. is subject to the 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

Receivables at June 30, 2018 consisted of the following:

	<u>Governmental Activities</u>
<u>Accounts Receivable</u>	
Charges for Services	\$ 51,647
Total Accounts Receivable	51,647
<u>Due from Other Governments</u>	
Grants Receivable	----
Total Due from Other Governments	----
Receivables, net	\$ 51,647

An allowance for doubtful receivables is not required because all receivables are considered collectible.

NOTE 4 – CAPITAL ASSETS

Capital Asset balances and activity for the year ended June 30, 2018 is as follows:

	Balance as of June 30, 2017	Additions	Deletions	Balance as of June 30, 2018
Depreciable Capital Assets				
Machinery & Equipment	296,941	22,589	----	315,530
Furniture and Fixtures	1,548	----	----	1,548
Other Assets	95,353	----	----	95,353
Accumulated Depreciation	(382,555)	(11,947)	----	(394,503)
Total	11,287	10,642	----	21,929
Net Capital Assets	11,287			21,929

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

Depreciation expense charged to various functions presented on the statement of activities is presented as follows:

	<u>Governmental Activities</u>
General Government	\$ 11,947
<u>Total Depreciation Expense</u>	<u>\$ 11,947</u>

NOTE 5 – ACCOUNTS PAYABLE

The following is a summary of accounts payable at June 30, 2018:

Accounts Payable	15,165
Payroll Liabilities	14,094
Other	410
<u>Total Current Liabilities</u>	<u>\$ 29,669</u>

NOTE 6– CHANGES IN LONG-TERM LIABILITIES

The following is a summary of long-term liability transactions of the Clerk of Court for the year ended June 30, 2018:

	<u>Balance as of June 30, 2017</u>	<u>Changes</u>	<u>Balance of as June 30, 2018</u>
OPEB Obligation	835,565	(366,663)	468,902
Pension Liability	635,091	(140,086)	495,005
Total	<u>1,470,656</u>	<u>(506,749)</u>	<u>963,907</u>

NOTE 7 - PENSION PLAN

The Grant Parish Clerk of Court employees are eligible to be members of a statewide retirement system. This system is a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The Louisiana Clerks' of Court Retirement and Relief Fund (System) issues a publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at www.laclerksofcourt.org. Pertinent information relative to the plan follows:

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

	<u>Net Pension Liability</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Louisiana Clerks' of Court Retirement and Relief Fund	\$ 495,005	\$ 121,671	\$ 61,508
Portion Applicable to Government Type Activities	<u>\$ 495,005</u>	<u>\$ 121,671</u>	<u>\$ 61,508</u>

Plan Description

A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of 55 or more and terminating employment. Regular retirement benefits, payable monthly for life, equal 3 1/3% 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 thirty-six consecutive months, with a limit of increase of 10% in each of the last three years of measurement. For those members hired on or after July 1, 2006, compensation is based on the highest compensated sixty consecutive months with a limit of 10% increase in each of the last six years of measurement. 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

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

A member who is totally and permanently disable solely as the result of injuries sustained in the performance of his official duties shall be paid monthly benefits equal to the greater of one-half of his monthly average final compensation, or at the option of the disability retiree, 2 1/2 % of his monthly average final compensation multiplies by the number of his years of credited services; however, such monthly benefit shall not exceed twenty-five dollars for each year of his credited service or two-thirds of his monthly average final compensation, whichever is less.

A member who has ten or more years of credited service and who is totally and permanently disabled due to any cause not the result of injuries sustained in the performance of his official duties shall be paid monthly benefits equal to 3% of his monthly average final compensation multiplied by the number of his years of credited services; however, such monthly benefit shall not exceed thirty-five dollars for each year of his credited service of eighty percent of his monthly average final compensation, whichever is less.

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

For any disability retiree whose application for disability retirement is approved on or after July 1, 2008, the following is effective:

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

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

A member who has been certified as totally and permanently disable will be paid monthly disability retirement benefits equal to the greater of 40% of their monthly average final compensation, or 75% of their monthly regular retirement benefit computed pursuant to R.S. 11:521(c)

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

Survivor Benefits

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

Deferred Retirement Option Plan

In lieu of terminating employment and accepting a service retirement allowance, any member of the Fund who is eligible for a service retirement allowance may elect to participate in the Deferred Retirement Option Plan (DROP) for up to 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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

creditable service remain as they existed on the effective date of commencement of participation in the plan.

The monthly retirement benefits that would have been payable, had the member elected to cease employment and receive a service retirement allowance, are paid into the DROP account.

Upon termination of employment at the end of the specified period of participation, a participant in the program may receive, at his option, a lump sum payment from the Fund. If employment is not terminated at the end of the participation period, payments into the account cease and the member resumes active contributing membership in the Fund. Interest is paid on the DROP account balances for member who complete their DROP participation but do not terminate employment. Interest accruals cease upon termination of employment. Upon termination, the member receives a lump sum payment from the DROP fund equal to the payments made to that fund on his behalf or a true annuity based on his account (subject to approval by the Board of Trustees). The monthly benefit payments that were paid into the DROP fund are paid to the retiree and an additional benefit based on his additional service rendered since termination of DROP participation is calculated using the normal method of benefit computation.

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 even can the entire monthly benefit amount paid to the retiree exceed 100% of the average compensation used to computer the additional benefit. If a participant dies during the period of participation in the program, a lump sum payment equal to his account balance is paid to his named beneficiary, or if none, to his estate.

Cost of Living Adjustments

The Board of Trustees is authorized to provide a cost-of-living increase to members who have been retired for at least one full calendar year. The increase cannot exceed the lesser of 2.5% of the retiree's benefit or an increase of \$40 per month. The Louisiana Statutes allow the Board to grant an additional cost-of-living increase to all retirees and beneficiaries over age 65 equal to 2% of the benefit paid on October 1, 1977, or the member's retirement date if later.

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

In lieu of granting a cost of living increase as described above, LA statues 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.

Funding Policy. According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2017, the actual employer contribution rate was 19%. In accordance with state statute, the Fund also receives ad valorem taxes and state revenue

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Financial Summary – The plan description, funding policies and financial information provides a summary of the Plan provisions and finances. For additional details, the System issues an annual publicly available stand-alone financial report. The financial report includes information about the plan's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fiduciary net position. The report can be obtained on the internet at www.laclerksofcourt.org. The plans net pension liability was determined at June 30, 2017 (measurement date and actuarial valuation date) and details are provided as follows:

Total Pension Liability	\$744,970,984
Plan Fiduciary Net Position	\$593,677,582
Net Pension Liability	\$ 151,293,402
Clerk's Proportionate Share (Percentage)	0.3272%
Clerk's Proportionate Share (Amount)	<u>\$ 495,005</u>

The net pension liability presented above was not affected by any special funding situations. Changes in the Clerk's proportionate share of Plan's net pension liability during the measurement period ending June 30, 2017 are provided as follows:

Beginning Net Pension Liability	635,091
Employer Contributions	(56,110)
<u>Pension Expense</u>	
Proportionate Share of Plan Pension Expense	64,001
Changes in Proportion	----
Changes in Benefit Terms	----
Employee Contributions	<u>(35,023)</u> 28,978
Changes in Deferred Outflows of Resources	(120,386)
Changes in Deferred Inflows of Resources	<u>7,432</u>
Ending Net Pension Liability	<u>495,005</u>

There were no changes between June 30, 2018 and the Plan's measurement date that are expected to have a significant effect on the Clerk's proportionate share of the collective net pension liability. Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net
Differences Between Expected and Actual Experience	\$ 14,991	\$ 12,989	\$ 2,002
Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	6,779	----	6,779
Changes of Assumptions	21,589	----	21,589
Changes in Proportion	17,151	48,519	(31,368)
Employer Contributions Made After the Measurement Date	61,161	----	61,161
Total Deferrals	121,671	61,508	60,163
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	(61,161)	----	(61,161)
Deferrals Subject to Amortization	<u>\$ 60,510</u>	<u>\$ 61,508</u>	<u>\$ (998)</u>

Deferrals that will be amortized as a component of pension expense in future periods are summarized as follows:

<u>For the Year Ending:</u>	
June 30, 2018	\$ (4,578)
June 30, 2019	25,173
June 30, 2020	658
June 30, 2021	<u>(22,251)</u>
Total	<u>\$ (998)</u>

A summary of the actuarial methods and assumptions used in determining the total pension liability as of the measurement date are as follows:

Valuation Date	June 30, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions: Investment Rate of Return	7.00%, net of investment expense
Projected Salary Increases	5.00%

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

Inflation Rate	2.50 %
Mortality Rates	RP-2000 Employee Table for active members (Set back four years for males and 3 years for females) RP-2000 Healthy Annuitant Table for healthy annuitants (Set forwards 1 year for males) RP-2000 Disabled Lives Mortality Tables for disabled annuitants (Set back 5 years for males and 3 years for females)
Expected Remaining Service Lives	2017 – 5 years 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 System 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 not deemed to be substantively automatic.

The mortality rate assumption used was verified by combining data from this plan with three other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the expected real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 7.60%, for the year ended June 30, 2017. The best estimates of geometric real rates of return for

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

each major asset class included in the Fund's target asset allocation as of June 30, 2017 is summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Core Fixed Income	5.00%	1.75%
Core Plus Fixed Income	15.00%	2.25%
Domestic Equity:		
Large cap Domestic Equity	21.00%	5.25%
Non-Large Cap Domestic Equity	7.00%	5.00%
International Equity:		
Large Cap International Equity	14.00%	5.25%
Small Cap International Equity	6.50%	5.25%
Emerging Markets	6.50%	7.25%
Real Estate	10.00%	4.75%
Master Limited Partnerships	5.00%	7.00%
Hedge Funds	10.00%	3.00%
	<u>100.00%</u>	

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 System's actuary. Based on those assumptions, the System'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 the discount has been determined by measuring net pension liability at a discount rate that is one percentage point lower and one percentage point higher than the current rate. The results are presented as follows:

	<u>1% Decrease 6.00% Discount Rate</u>	<u>Current Discount Rate 7.00%</u>	<u>1% Increase 8.00 % Discount</u>
Net Pension Liability	\$ 757,535	\$ 495,005	\$ 272,126

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

NOTE 8- OTHER POSTEMPLOYMENT BENEFITS

Plan description – The Grant Parish Clerk of Court (the Clerk) provides certain continuing health care and life insurance benefits for its retired employees. The Grant Parish Clerk of Court’s OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Clerk. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Clerk. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 *Postemployment Benefits Other Than Pensions—Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit*.

Benefits Provided – Medical, dental, vision, and life benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees are covered by the Louisiana Clerks' of Court Retirement and Relief Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: Attainment of age 55 and 12 years of service; or, attainment of age 60 and 12 years of service; employees hired on and after January 1, 2011 are not able to retire or enter DROP until age 60 without actuarial reduction in benefits.

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 50% of the original amount at age 70.

Employees covered by benefit terms – At June 30, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	3
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>7</u>
	<u>10</u>

Total OPEB Liability

The Clerk’s total OPEB liability of \$468,902 was measured as of June 30, 2018 and was determined by an actuarial valuation as of that date.

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

Inflation	2.5%
Salary increases	3.0%, including inflation
Prior Discount rate	3.58% annually
Discount rate	3.87% annually
Healthcare cost trend rates	Flat 5.5% annually

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2018, the end of the applicable measurement period.

Mortality rates were based on the RP-2000 Table without projection with 50%/50% unisex blend.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2018.

Changes in the Total OPEB Liability

Balance at June 30, 2017	\$ 465,258
Changes for the year:	
Service cost	11,999
Interest	17,086
Differences between expected and actual experience	11,840
Changes in assumptions	(22,133)
Benefit payments and net transfers	(15,148)
Net changes	<u>3,644</u>
Balance at June 30, 2018	<u>\$ 468,902</u>

Sensitivity of the total OPEB liability to changes in the discount rate – The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.87%) or 1-percentage-point higher (4.87%) than the current discount rate:

	1.0% Decrease (2.87%)	Current Discount Rate (3.87%)	1.0% Increase (4.87%)
Total OPEB liability	\$ 558,761	\$ 468,902	\$ 398,929

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates – The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease (4.5%)	Current Trend (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$ 415,212	\$ 468,902	\$ 538,934

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

NOTE 9 – EXPENDITURES PAID BY THE POLICE JURY

Certain expenses of the Grant Parish Clerk of Court's office are paid by the Grant Parish Police Jury. In addition to furnishing the building where the Clerk's office is located, the Police Jury pays all utility bills, some insurance, and furnishes some of the equipment in the Clerk's office. However, despite these expenditures, the Clerk of Court is not fiscally dependent upon the Police Jury for its operations.

NOTE 10 - CHANGES IN FIDUCIARY FUND UNSETTLED DEPOSITS

A summary of changes in agency fund unsettled deposits follows:

	Unsettled Deposits at June 30, 2017	Additions	Reductions	Unsettled Deposits at June 30, 2018
Advance Deposit Fund	1,073,400	489,888	457,852	1,105,436
Registry of Court Fund	270,022	1,274	----	271,296
Child Support Fund	1,319	17,623	17,623	1,319
Total	1,344,741	508,785	475,475	1,378,051

NOTE 11- DEFERRED COMPENSATION PLAN

All of the employees of the Grant Parish Clerk of Court are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 100% of their salary (not to exceed \$18,500 a year) to the plan on a pre-tax basis. The contributions are withheld from the employee's paycheck and the Clerk matches 3% of the employee's contribution. The contributions are fully vested immediately and remitted to a third-party administrator each pay period, where they are deposited to an account in the employee's name. The Grant Parish 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 year ended June 30, 2018, the Clerk's matching funds totaled \$ 8,491.

Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Legislative Auditor, Post Office Box 94397, Baton Rouge, LA 70807-9397.

NOTE 12 – SUBSEQUENT EVENTS

Management has evaluated events through December 21, 2018, the date which the financial statements were available for issue. There are no items to be reported as subsequent events.

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2018

NOTE 13 – CHANGE IN ACCOUNTING PRINCIPLE

The Governmental Accounting Standards Board (GASB) has adopted new standards for Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. The new standards require the Clerk's Office to adopt changes retroactively by recording the cumulative effect on beginning net position. The impact on change in net position from adopting the new standards is summarized as follows:

Change in Net Position, Prior to Adopting GASB 75	\$ 164,803
Effect of Adopting GASB 75	<u>(3,644)</u>
Change in Net Position	<u>\$ 161,159</u>

It was not possible to present pro forma amounts for the previous year because information necessary to determine the impact of the change in net position for the previous year was not available.

Grant Parish Clerk of Court

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balances

Budget and Actual

Year Ended June 30, 2018

	<u>Budget Amounts</u>		Actual Amounts	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
Revenues:				
Charges for Services				
Recording	\$ 235,000	\$ 280,400	\$ 305,331	\$ 24,931
Copies/Certified Copies	48,000	31,700	36,061	4,361
Mortgage Certificates	4,000	5,800	5,361	(439)
Research Fees	15,000	14,600	14,865	265
Clerk's Certificates	1,000	800	720	(80)
Notarial Fees	6,500	7,100	7,290	190
Cancellations	1,000	2,600	2,431	(169)
Fax Fees	600	900	932	32
Postage	7,500	5,000	1,037	(3,963)
Civil Suit Filing Fees	225,000	260,100	286,851	26,751
Criminal Filing Fees	60,000	47,000	47,993	993
Child Support Filing Fees	20,000	14,600	16,153	1,553
Court Attendance fee	1,200	300	280	(20)
Juvenile Filing Fees	1,200	100	25	(75)
UCC Filing Fees	25,000	22,100	29,583	7,483
Preparation of Deeds	4,000	1,900	2,220	320
Marriage Licenses Fees	3,000	2,300	2,254	(46)
Reimburse Election Expense	2,000	900	5,637	4,737
Qualifying Fees	1,000	1,200	1,100	(100)
Miscellaneous Income	8,000	34,200	556	(33,644)
Clerk's Suppl Comp Receipts	15,200	22,400	23,400	1,000
Interest Income	6,600	6,600	7,240	640
Grant Revenues	0	0	22,589	22,589
Total revenues	<u>690,800</u>	<u>762,600</u>	<u>819,909</u>	<u>57,309</u>
Expenses:				
Payroll Expenses	400,000	421,700	381,245	40,455
Payroll Taxes & Benefits	100,000	119,100	113,021	6,079
Office Expense	50,000	93,200	61,483	31,717
Insurance Expense	60,000	83,400	86,737	(3,337)
Filing Fees	24,000	20,200	18,511	1,689
Legal and Professional Fees	25,000	5,900	15,373	(9,473)
Miscellaneous Expense	10,000	700	-	700
Capital Expenditures	50,000	50,000	22,589	27,411
Total Expenses	<u>719,000</u>	<u>794,200</u>	<u>698,959</u>	<u>95,241</u>
Excess (deficiency) of revenues over expenditures	<u>(28,200)</u>	<u>(31,600)</u>	<u>120,950</u>	<u>152,550</u>
Other financing sources (uses):				
Proceeds from Debt	-	-	-	-
Operating transfers in	-	-	-	-
Operating transfers out	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other uses	<u>(28,200)</u>	<u>(31,600)</u>	<u>120,950</u>	<u>152,550</u>
Fund balance - beginning of year	<u>384,116</u>	<u>384,116</u>	<u>384,116</u>	<u>-</u>
Fund balance - end of year	<u>\$ 355,916</u>	<u>\$ 352,516</u>	<u>\$ 505,066</u>	<u>\$ 152,550</u>

Grant Parish Sheriff

Schedule of Changes in Net OPEB Liability Retiree Healthcare Plan

	For the Year Ended June 30, 2018
<u>Total OPEB Liability</u>	
Beginning Balance	\$ 465,258
Service Cost	11,999
Interest	17,086
Changes in Assumptions	(22,133)
Changes of Benefit Terms	11,840
Benefit Payments	<u>(15,148)</u>
Ending Balance	<u>468,902</u>
<u>Fiduciary Net Position</u>	
Beginning Balance	-
Employer Contributions	15,148
Benefit Payments	<u>(15,148)</u>
Ending Balance	<u>-</u>
Net OPEB Liability	<u>\$ 468,902</u>
Fiduciary Net Position as a Percentage of the Total OPEB Liability	 0.0%
Covered Payroll	313,895
Net OPEB Liability as a Percentage of Covered Payroll	 149.4%

This schedule is intended to fulfill requirements to present information for a period of 10 years. However, until a full 10 year trend has been compiled, information is presented only for the years for which the required information is available.

There are no assets accumulated in a trust that meets criteria established by Governmental Accounting Standards to pay related benefits. In addition, there are no known factors that can be expected to significantly effect the amounts reported.

Grant Parish Clerk of Court

Schedule of Net Pension Liability Data Cost Sharing Retirement Systems

Retirement System / Measurement Date	Share of Collective Net Pension Liability		Covered Payroll	Net Pension Liability as a Percentage of Covered Payroll	Pension Plans Fiduciary Net Position as a Percentage of Total Pension Liability
	Percent	Amount		Covered Payroll	
Clerk's Retirement and Relief Fund					
June 30, 2014	0.33647%	453,846	328,671	138.1%	79.37%
June 30, 2015	0.36380%	545,663	314,542	173.5%	78.13%
June 30, 2016	0.34330%	635,091	295,164	215.2%	74.17%
June 30, 2017	0.32718%	495,005	321,900	153.8%	79.69%

Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

Grant Parish Clerk of Court

Schedule of Employer Contributions Cost Sharing Retirement Systems

Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference Between Required and Recognized Contributions	Covered Payroll	Contributions Recognized as a Percentage of Covered Payroll
Louisiana Clerks' of Court Retirement and Relief Fund					
June 30, 2014	62,448	62,348	100	328,671	18.97%
June 30, 2015	59,763	59,763	-	314,542	19.00%
June 30, 2016	56,081	56,081	-	295,164	19.00%
June 30, 2017	61,161	61,161	-	321,900	19.00%

Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

Grant Parish Clerk of Court

Combining Statement of Changes in Assets & Liabilities

Fiduciary Funds - June 30, 2018

	Balance as of July 1, 2017	Additions	Deductions	Balance as of June 30, 2018
<u>Advance Deposit Funds</u>				
Assets:				
Cash	1,070,414	32,176		1,102,590
Receivables	-			-
Due from Agency Fund	5,000			5,000
Due from Salary Fund	-			-
Total Assets	<u>1,075,414</u>	<u>32,176</u>	<u>-</u>	<u>1,107,590</u>
Liabilities:				
Due to Agency Fund	-			-
Due to Salary Fund	2,014	140		2,154
Other Liabilities	-			-
Unsettled Deposits	1,073,400	489,888	457,852	1,105,436
Total Liabilities	<u>1,075,414</u>	<u>490,028</u>	<u>457,852</u>	<u>1,107,590</u>
<u>Registry of the Court</u>				
Assets:				
Cash	274,944	1,274		276,218
Receivables	-			-
Due from Agency Fund	-			-
Due from Salary Fund	78			78
Total Assets	<u>275,022</u>	<u>1,274</u>	<u>-</u>	<u>276,296</u>
Liabilities				
Due to Agency Fund	5,000			5,000
Due to Salary Fund	-			-
Other Liabilities	-			-
Unsettled Deposits	270,022	1,274		271,296
Total Liabilities	<u>275,022</u>	<u>1,274</u>	<u>-</u>	<u>276,296</u>

Grant Parish Clerk of Court

Combining Statement of Changes in Assets & Liabilities

Fiduciary Funds - June 30, 2018

	Balance as of July 1, 2017	Additions	Deductions	Balance as of June 30, 2018
<u>Child Support</u>				
Assets:				
Cash	986			986
Receivables	2,394	721		3,115
Due from Agency Fund	-			-
Due from Salary Fund	332			332
Total Assets	3,712	721	-	4,433
Liabilities:				
Due to Agency Fund	-			-
Due to Salary Fund	-			-
Other Liabilities	2,393	721		3,114
Unsettled Deposits	1,319	17,623	17,623	1,319
Total Liabilities	3,712	18,344	17,623	4,433
<u>Total - All Agency Funds</u>				
Assets:				
Cash	1,346,344	33,450	-	1,379,794
Receivables	2,394	721	-	3,115
Due from Agency Fund	5,000	-	-	5,000
Due from Salary Fund	410	-	-	410
Total Assets	1,354,148	34,171	-	1,388,319
Liabilities:				
Due to Agency Fund	5,000	-	-	5,000
Due to Salary Fund	2,014	140	-	2,154
Other Liabilities	2,393	721	-	3,114
Unsettled Deposits	1,344,741	508,785	475,475	1,378,051
Total Liabilities	1,354,148	509,646	475,475	1,388,319

Grant Parish Clerk of Court

Schedule of Agency Head Reimbursements Year Ended June 30, 2018

	Randall Briggs
Salary/Wages	
Compensation	\$ 98,658
Supplemental Pay	\$ 23,400
Benefits	
Health Insurance	\$ 10,316
Retirement	\$ 42,224
Auto Allowance	\$ 14,400
Expense Allowance	\$ 13,235
Payroll Taxes	\$ 2,363
Reimbursement/Election Pay	\$ 13,296
Total Compensation	<u>\$ 217,892</u>

ROZIER, HARRINGTON & MCKAY

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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

December 21, 2018

The Honorable Randall Briggs
Grant Parish Clerk of Court
P.O. Box 263
Colfax, LA 71417-0263

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Grant Parish Clerk of Court, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Grant Parish Clerk of Court's basic financial statements and have issued our report thereon dated December 21, 2018.

Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. However, as described in the accompanying summary schedule of current and prior year audit findings and corrective action plan, we identified a deficiency in internal control that we consider to be material weaknesses (2018-1).

-Members-

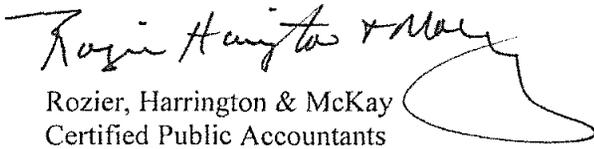
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COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Grant Parish Clerk of Court's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose any 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.


Rozier, Harrington & McKay
Certified Public Accountants

Alexandria, Louisiana
December 21, 2018

GRANT PARISH CLERK OF COURT

Schedule of Findings and Questioned Cost

For the Year Ended June 30, 2018

PART I - SUMMARY OF AUDITOR'S RESULTS:

- The Independent Auditor's Report on the primary government financial statements for the Grant Parish Clerk of Court as of June 30, 2018 and for the year then ended expressed an unqualified opinion.
- The results of the audit disclosed one material weaknesses, reported at (2018-1)
- The result of the audit did not disclose any instances of noncompliance required to be reported in accordance with general accepted governmental auditing standards.

PART II - FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL AUDITING STANDARDS:

Finding 2018-1: Reconciliation of Accounts:

The Clerk of Court has not reconciled the individual suit balances in the Clerk's Advance Deposit Fund with the corresponding unsettled deposits liability. In addition, amounts in the Advance Deposit Fund are required to be remitted to the state treasury after 5 years of inactivity, which had not been done at the end of the fiscal year.

PART III - FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS WHICH SHALL INCLUDE AUDIT FINDINGS AS DEFINED BY OMB CIRCULAR A-133:

- N/A

**Grant Parish Clerk of Court
 Management's Corrective Action Plan
 June 30, 2018**

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
FINDINGS:	RESPONSE:
<p><u>Finding 2018-1: Reconciliation of Accounts:</u> The Clerk of Court has not reconciled the individual suit balances in the Clerk's Advance Deposit Fund with the corresponding unsettled deposits liability. In addition, amounts in the Advance Deposit Fund are required to be remitted to the state treasury after 5 years of inactivity, which had not been done at the end of the fiscal year.</p>	<p><u>Response:</u> The Clerk's Office has monitored the monthly deposits and disbursements during the year ended June 30, 2018, and has been able to reconcile all current year activity to the unsettled deposits liability. In addition, management has begun reconciling accounts from previous years, and expects this process to be completed by the end of the next fiscal year.</p>
SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
A single audit was not required.	Response – N/A
SECTION III MANAGEMENT LETTER	
N/A- No Management Letter issued.	Response – N/A

Grant Parish Clerk of Court
Summary of Prior Year Findings and Questioned Costs
June 30, 2018

SECTION I	
INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
FINDINGS:	RESPONSE:
<p><u>Finding 2017-1: Reconciliation of Accounts:</u> The Clerk of Court has not reconciled the individual suit balances in the Clerk’s Advance Deposit Fund with the corresponding unsettled deposits liability. In addition, amounts in the Advance Deposit Fund are required to be remitted to the state treasury after 5 years of inactivity, which had not been done at the end of the fiscal year.</p>	<p><u>Unresolved. See 2018-1</u></p>
<p><u>Finding 2017-2: Non-filing of Payroll Tax Forms</u> During the current year, the Clerk of Court did not file all required payroll tax forms.</p>	<p><u>Resolved</u></p>
<p><u>Finding 2017-3: Ethics Training:</u> During the current year, not all employees of the Clerk of Court took ethics courses required by the Louisiana Revised Statutes.</p>	<p><u>Resolved</u></p>
SECTION II	
INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
<p>A single audit was not required.</p>	<p>Response – N/A</p>
SECTION III	
MANAGEMENT LETTER	
<p>N/A- No Management Letter issued.</p>	<p>Response – N/A</p>

APPENDIX A
Statewide Agreed-Upon Procedures



**Rozier Harrington
& McKay** | CERTIFIED PUBLIC
ACCOUNTANTS |

Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Grant Parish Clerk of Court and
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Grant Parish Clerk of Court (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 01, 2017 through June 30, 2018. The Entity'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 results are presented in the accompanying Schedule of Procedures, Results and Managements' Response.

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

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

Rozier, Harrington and McKay
Certified Public Accountants
Alexandria, Louisiana
December 21, 2018

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***Grant Parish Clerk of Court
Statewide Agreed-Upon Procedures
Schedule of Procedures, Results and Managements' Response***

Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
<p>1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.</p> <ul style="list-style-type: none"> • Budgeting • Purchasing • Disbursements • Receipts • Payroll/Personnel • Contracting • Credit Cards • Travel and expense reimbursements • Ethics • Debt 	<p>The entity has written procedures regarding the following functions, but the written procedures did contain all of the required elements:</p> <ul style="list-style-type: none"> • Payroll/Personnel <p>The entity does not have written procedures regarding the following functions:</p> <ul style="list-style-type: none"> • Budgeting • Purchasing • Disbursements • Receipts • Contracting • Travel and expense reimbursements • Ethics <p>The following categories and subcategories were not applicable to the entity:</p> <ul style="list-style-type: none"> • Credit Cards • Debt 	<p><i>The Clerk will examine its written procedures and the Legislative Auditor's "Best Practices" and develop written policies for the specified functions.</i></p>

Grant Parish Clerk of Court
Statewide Agreed-Upon Procedures
Schedule of Procedures, Results and Managements' Response

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>2 Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:</p> <p>a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.</p> <p>b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.</i></p>	<p>In the prior year, the Entity's Agreed-Upon Procedure Report contained no exceptions in this category. As such, it has been excluded from testing in the current year.</p> <p>See comments above.</p> <p>See comments above.</p>	<p><i>The results did not contain any critical comments.</i></p> <p><i>The results did not contain any critical comments.</i></p> <p><i>The results did not contain any critical comments.</i></p>

Grant Parish Clerk of Court

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.	See comments above.	<i>The results did not contain any critical comments.</i>

Grant Parish Clerk of Court
Statewide Agreed-Upon Procedures
Schedule of Procedures, Results and Managements' Response

Bank Reconciliations		
Agreed-Upon Procedure	Results	Managements' Response
<p>3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>RHM has obtained a listing of the Entity's bank accounts and selected five for testing.</p> <p>There is evidence that the bank reconciliations were prepared within 2 months of the related statement closing date.</p> <p>There is no evidence that a member of management reviewed each bank reconciliation.</p> <p>There was no evidence that management researched reconciling items that have been outstanding for more than 12 months from the statement closing date.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The entity will have a member of management review and sign each reconciliation, documenting when the review was performed.</i></p> <p><i>The entity will document and retain research on any outstanding checks in the future.</i></p>

Grant Parish Clerk of Court

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections		
Agreed-Upon Procedure	Results	Managements' Response
<p>b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.</p>	<p>The same employee who prepares and makes deposits occasionally collects cash.</p>	<p><i>The administrative staff consists of a few people. As a result, opportunities for segregation are limited. However, diligent oversight by the Agency Head acts as a compensating control, and mitigates risk associated with cash collections.</i></p>
<p>c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.</p>	<p>The same employee who posts collection entries to the general ledger occasionally collects cash.</p>	<p><i>The administrative staff consists of a few people. As a result, opportunities for segregation are limited. However, diligent oversight by the Agency Head acts as a compensating control, and mitigates risk associated with cash collections.</i></p>
<p>d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.</p>	<p>The same employee who reconciles cash collections to the general ledger occasionally collects cash.</p>	<p><i>The administrative staff consists of a few people. As a result, opportunities for segregation are limited. However, diligent oversight by the Agency Head acts as a compensating control, and mitigates risk associated with cash collections.</i></p>
<p>6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.</p>	<p>The administrative staff is covered by a insurance policy for theft.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates</p>		

Grant Parish Clerk of Court

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections		
Agreed-Upon Procedure	Results	Managements' Response
<p>for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:</p> <p>a. Observe that receipts are sequentially pre-numbered.</p> <p>b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.</p> <p>c. Trace the deposit slip total to the actual deposit per the bank statement.</p> <p>d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).</p> <p>e. Trace the actual deposit per the bank statement to the general ledger.</p>	<p>The entity uses sequentially pre-numbered receipts in the collection process.</p> <p>Collection Documentation prepared by the entity agrees to the deposit slip.</p> <p>Deposit slip totals agree to deposits appearing on the entity's bank statements.</p> <p>Deposits were made daily.</p> <p>The deposits agreed to the entity's general ledger.</p>	<p><i>The results did not include findings or criticisms.</i></p>

Grant Parish Clerk of Court
Statewide Agreed-Upon Procedures
Schedule of Procedures, Results and Managements' Response

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).	All disbursements are processed at the Clerk's offices, which are located at the Grant Parish Courthouse.	<i>The results did not include findings or criticisms.</i>
9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:	A listing of employees involved with non-payroll purchasing and payment functions was obtained.	<i>The results did not include findings or criticisms.</i>
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making a purchase.	<i>The results did not include findings or criticisms.</i>
b) At least two employees are involved in processing and approving payments to vendors.	Payments can be processed and approved by one employee.	<i>Though one employee can process and approve payments to vendors, the Clerk approves larger transactions himself, and reviews the Entity's financial information on a regular basis as a compensating control.</i>
c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.	The same employee is responsible for processing payments and adding or modifying vendor files.	<i>The Entity will examine its procedures, but segregation of duties presents a challenge, because of the small size of the staff.</i>

Grant Parish Clerk of Court

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.</p> <p>10 For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:</p> <p>a. Observe that the disbursement matched the related original invoice/billing statement.</p> <p>b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.</p>	<p>The same employee signs checks and mails payments.</p> <p>The disbursements selected were supported by documentation.</p> <p>Segregation of duties was observed on only one of the five transactions chosen for testing.</p>	<p><i>Though one employee can sign and mail checks, the Clerk approves larger transactions himself, and reviews the Entity's financial information on a regular basis as a compensating control.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p>

***Grant Parish Clerk of Court
Statewide Agreed-Upon Procedures
Schedule of Procedures, Results and Managements' Response***

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
11 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.	In the prior year, the Entity's Agreed-Upon Procedure Report contained no exceptions in this category. As such, it has been excluded from testing in the current year.	<i>The results did not include findings or criticisms.</i>
12 Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:	See comments above.	<i>The results did not include findings or criticisms.</i>
a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.	See comments above.	<i>The results did not include findings or criticisms.</i>
b. Observe that finance charges and late fees were not assessed on the selected statements.	See comments above.	<i>The results did not include findings or criticisms.</i>

Grant Parish Clerk of Court

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
13 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	See comments above.	<i>The results did not include findings or criticisms.</i>

***Grant Parish Clerk of Court
Statewide Agreed-Upon Procedures
Schedule of Procedures, Results and Managements' Response***

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
<p>14 Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:</p> <p>a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).</p> <p>d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.</p>	<p>In the prior year, the Entity's Agreed-Upon Procedure Report contained no exceptions in this category. As such, it has been excluded from testing in the current year.</p> <p>See comments above.</p> <p>See comments above.</p> <p>See comments above.</p> <p>See comments above.</p>	<p><i>The results did not include findings or criticisms.</i></p>

Grant Parish Clerk of Court

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
<p>15 Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:</p> <p>a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.</p> <p>b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).</p> <p>c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.</p> <p>d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.</p>	<p>In the prior year, the Entity's Agreed-Upon Procedure Report contained no exceptions in this category. As such, it has been excluded from testing in the current year.</p> <p>See Comments Above.</p> <p>See Comments Above.</p> <p>See Comments Above.</p> <p>See Comments Above.</p>	<p><i>The results did not include findings or criticisms.</i></p>

***Grant Parish Clerk of Court
Statewide Agreed-Upon Procedures
Schedule of Procedures, Results and Managements' Response***

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
<p>16 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.</p>	<p>The entity provided a listing of all employees and represented that the listing was complete. Five employees were randomly selected.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>17 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:</p> <p>a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).</p> <p>b. Observe that supervisors approved the attendance and leave of the selected employees/officials.</p> <p>c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.</p>	<p>All employees had required time sheets, or were an elected official not required to maintain time sheets.</p> <p>There is no documentation that a supervisor approved the attendance and leave of the employees.</p> <p>Leave accrued or taken during the pay period was reflected in the entity's records.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The Entity will begin to have a supervisor sign and approve all time cards and attendance sheets.</i></p> <p><i>The results did not include findings or criticisms.</i></p>
<p>18 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records,</p>	<p>Management represented that there were no termination payments during the current year.</p>	<p><i>The results did not include findings or criticisms.</i></p>

Grant Parish Clerk of Court

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files. 19 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Management has represented that payroll taxes, retirement contributions, health insurance premiums, and worker's compensation premiums have been paid, and all associated forms have been filed by required deadlines.	<i>The results did not include findings or criticisms.</i>

Grant Parish Clerk of Court

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Ethics		
Agreed-Upon Procedure	Results	Managements' Response
20 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and: a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period. b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.	All five employees had documentation that demonstrates each employee or official completed their one hour of ethics training during the fiscal period. The Entity has not adopted a written ethics policy to be signed by employee/officials.	<i>The Results did not include findings or criticisms.</i> <i>Due to the size of our workforce, standards of ethical behavior can be clearly communicated without adopting written policies or requiring formal acknowledgement.</i>

Grant Parish Clerk of Court
Statewide Agreed-Upon Procedures
Schedule of Procedures, Results and Managements' Response

Debt Service		
Agreed-Upon Procedure	Results	Managements' Response
21 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	In the prior year, the Entity's Agreed-Upon Procedure Report contained no exceptions in this category. As such, it has been excluded from testing in the current year.	<i>The results did not include findings or criticisms.</i>
22 Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.	See comments above.	<i>The results did not include findings or criticisms.</i>

Grant Parish Clerk of Court

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Other		
Agreed-Upon Procedure	Results	Managements' Response
23 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	Management has represented that there were no misappropriations of the entity's public funds or assets during the fiscal period.	<i>The Results did not include findings or criticisms.</i>
24 Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.	The notice was visibly posted on a bulletin board at the Clerk's offices at the Grant Parish Courthouse.	<i>The results did not include findings or criticisms.</i>