

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

**ANNUAL FINANCIAL STATEMENTS**  
**As of and for the year ended June 30, 2025**

**CADDO PARISH CLERK OF COURT**  
**Shreveport, Louisiana**  
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**Shreveport, Louisiana**  
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## Independent Auditor's Report

To the Honorable Mike Spence  
Caddo Parish Clerk of Court  
Shreveport, Louisiana

### Report on the Audit of the Financial Statements

#### Opinions

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

In our opinion, the accompanying 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 Clerk, as of June 30, 2025, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

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

#### Responsibilities of Management for the Financial Statements

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

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

#### Auditor's Responsibility for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

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

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

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the information listed in the table of contents as Required Supplementary Information Part I and Part II be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, 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.

#### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clerk's basic financial statements. The information listed in the table of contents as Supplementary Information is presented for the purposes of additional analysis and is not a required part of the basic financial statements. Such 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. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the information is fairly stated, in all material respects, in relation to the 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 November 29, 2025, on our consideration of the Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Clerk's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and in considering the Clerk's internal control over financial reporting and compliance.

*Dees Gardner, Certified Public Accountants, LLC*

Mansfield, Louisiana

November 29, 2025

REQUIRED SUPPLEMENTARY INFORMATION (PART I)

**CADDO PARISH CLERK OF COURT**  
Shreveport, Louisiana

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Caddo Parish Clerk of Court, Shreveport, Louisiana, (hereafter referred to as the Clerk) we offer the readers of the Clerk's financial statements this narrative overview and analysis of the financial activities of the Clerk as of and for the year ended June 30, 2025. We encourage readers to consider the information presented here in conjunction with the Clerk's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

**FINANCIAL HIGHLIGHTS**

As of June 30, 2025, the Clerk reported total liabilities and deferred inflows of resources exceeding total assets and deferred outflows by \$25,987,538, resulting in a deficit net position. This represents a decrease of \$1,206,982 (4.44%) from the previous year's deficit of \$27,194,520.

Program revenues increased \$629,836 (6.73%) to \$9,984,031 for the year ended June 30, 2025 from \$9,354,195 during the prior year. This reverses a downward trend that started in the year ended June 30, 2022. This is due in part to a change in e-filing procedures and fees.

Interest revenues decreased \$50,877 (7.06%) to \$669,455 for the year ended June 30, 2025 from \$720,332 during the prior year due to slightly lower interest rates experienced during the year.

During the year ended June 30, 2025, the Clerk's total expenses, excluding depreciation and amortization, decreased \$759,805 (7.27%) to \$9,693,355, compared to \$10,453,160 during the year ended June 30, 2024. Depreciation and amortization expense was \$300,987 in 2025 and \$315,023 in 2024.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Clerk's basic financial statements. The Clerk's basic financial statements include three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains additional required supplementary information (budgetary schedules) and supplementary information in addition to the basic financial statements. These components are described below:

**Government-wide Financial Statements**

The government-wide financial statements provide a broad view of the Clerk's operations in a manner similar to a private-sector business. The statements provide both short-term and long-term information about the Clerk's financial position, which assists users in assessing the Clerk's economic condition at the end of the year. These statements are prepared using the economic resources measurement focus and the accrual basis of accounting similar to methods used by most businesses. These statements report all revenues and expenses connected with the year even if cash has not been received or paid and include all assets of the Clerk as well as all liabilities. The government-wide financial statements include two statements:

- **The *statement of net position*** presents all of the Clerk's assets and liabilities, with the difference between the two reported as "net position". Over time, increases or decreases in the Clerk's net position may serve as a useful indicator of whether the financial position of the Clerk is improving or deteriorating.
- **The *statement of activities*** presents information showing how the Clerk's net position changed during the most recent year using the full accrual basis of accounting. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Therefore, some revenues and some expenses that are reported in this statement will not result in cash flows until future years.

The government-wide financial statements can be found immediately following this discussion and analysis.

## **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The funds of the Clerk can be divided into two categories; governmental funds and fiduciary funds.

- *Governmental funds.* The services provided by the Clerk are financed through governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources at the end of the year. Such information may be useful in evaluating the Clerk's near-term financing requirements. This approach is known as using the flow of financial resources measurement focus and the modified accrual basis of accounting. These statements provide a detailed short-term view of the Clerk's finances and assists in determining whether there will be adequate financial resources available to meet the current needs of the Clerk.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, users may better understand the long-term impact of the Clerk's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and the governmental activities. These reconciliations are presented on the page immediately following each governmental fund's financial statement.

The Clerk has one governmental fund, the General Fund (*Salary Fund*), which is classified as a major fund.

- *Fiduciary funds.* Fiduciary funds, which consist solely of custodial funds, are used to account for resources held for the benefit of parties outside of the government. The Clerk is responsible for ensuring that the assets reported in these funds are used for their intended purposes. The Clerk's fiduciary activities are reported in a statement of fiduciary net position and a statement of changes in fiduciary net position. Fiduciary fund financial statements are presented as part of the basic financial statements in this report. The fiduciary funds use the accrual basis of accounting.

## **Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found immediately following the governmental fund financial statements.

## **Required Supplementary Information**

The basic financial statements are followed by a section of required supplementary information. This section includes a budgetary comparison schedule, which includes reconciliation between the statutory fund balance for budgetary purposes and the fund balance of the General Fund as presented in the governmental fund financial statements. Additionally, this section includes information about employee and retiree health and pension benefits. Following the required supplementary information is supplementary information that is provided to show additional details.

## **Supplementary Information**

A combining statement of fiduciary net position – custodial funds and combining statement of changes in fiduciary net position – custodial funds are presented to provide individual custodial fund detail. The schedule of compensation, benefits and other payments to agency head or chief executive officer is presented to fulfill the requirements of Louisiana Revised Statute 24:513(A)(3). The justice system funding reporting schedules are presented to fulfill the requirements of Louisiana Revised Statute 24:515.2.

## **FINANCIAL ANALYSIS OF GOVERNMENT-WIDE ACTIVITIES**

### ***Net Position***

The following table provides a summary of the Clerk's net position:

Caddo Parish Clerk of Court's Statement of Net Position

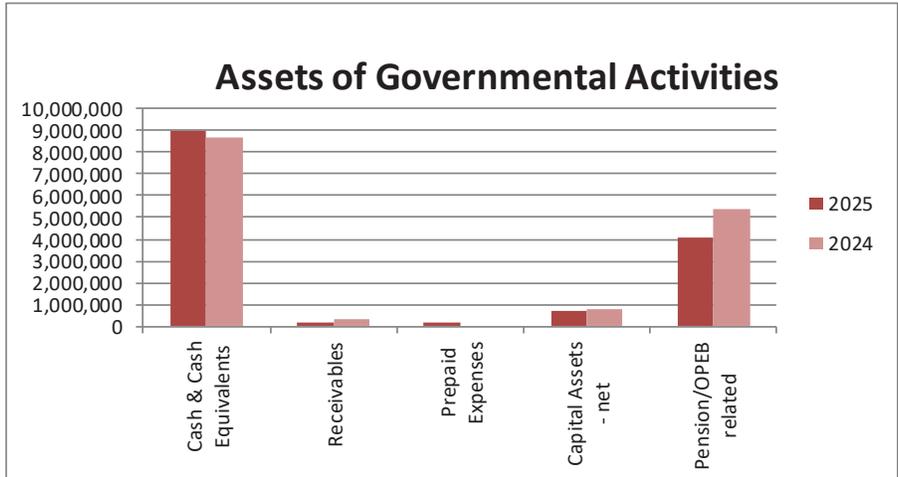
	<u>June 30, 2025</u>	<u>June 30, 2024</u>
Assets:		
Current assets	\$ 9,325,701	\$ 9,130,219
Capital assets, net	<u>725,077</u>	<u>763,519</u>
Total assets	<u>10,050,778</u>	<u>9,893,738</u>
Deferred Outflows of Resources:		
Pension and OPEB related	<u>4,044,548</u>	<u>5,405,998</u>
Liabilities:		
Current liabilities	185,855	152,805
Noncurrent liabilities:		
Compensated absences	531,993	564,407
Net pension liability	5,651,969	8,073,270
Other postemployment liabilities	<u>19,179,842</u>	<u>21,473,636</u>
Total liabilities	<u>25,549,659</u>	<u>30,264,118</u>
Deferred Inflows of Resources		
Pension and OPEB related	<u>14,533,205</u>	<u>12,230,138</u>
Net Position		
Net investment in capital assets	725,077	763,519
Unrestricted	<u>(26,712,615)</u>	<u>(27,958,039)</u>
Total net position (deficit)	<u>\$ (25,987,538)</u>	<u>\$ (27,194,520)</u>

Net position may serve over time as a useful indicator of the Clerk's financial position. As of June 30, 2025, the Clerk's liabilities and deferred inflows of resources exceeded assets and deferred outflows of resources for a deficit of \$25,987,538. Comparatively, as of the June 30, 2024, the Clerk's financial statements report that liabilities and deferred inflows of resources exceeded assets and deferred outflows of resources by \$27,194,520. These deficits in net position are caused primarily by pension and post employment benefit related liabilities.

At June 30, 2025, \$725,077 of the of the Clerk's net position reflects capital assets with a historical cost of \$3,582,647 and accumulated depreciation and amortization of \$2,857,570. The remaining net position is unrestricted and may be used to meet the Clerk's ongoing obligations to the citizens of Caddo Parish and customers of Clerks office. As of June 30, 2025, the Clerk had a deficit unrestricted net position.

The Clerk continues to maintain a high level of liquidity. The Clerk reports cash and cash equivalent balances of \$8,987,363 at June 30, 2025. This is comprised of \$1,800 in cash on hand, \$343,566 deposited in demand deposit accounts and \$8,641,997 on deposit with the Louisiana Asset Management Pool, Inc. (LAMP). These balances do not include cash or cash equivalents held in custodial fund accounts.

The following chart depicts assets by category for the years ending June 30, 2025 and 2024:



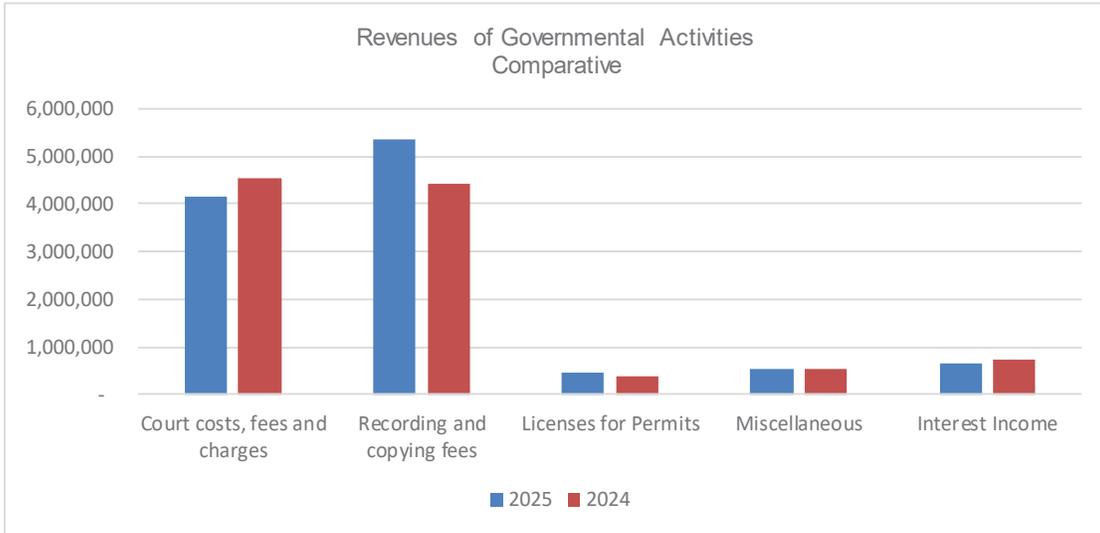
**Changes in Net Position**

Comparative data for government-wide information is presented as it accumulates and is presented to assist in future years. The following table provides a summary of the Clerk’s changes in net position:

	<u>June 30, 2025</u>	<u>June 30, 2024</u>
Revenues:		
Program revenues:		
Court costs, fees and charges	\$ 4,155,691	\$ 4,541,630
Fees for recording legal documents	5,364,515	3,836,424
Licenses and permits	463,825	976,141
General revenues:		
Interest	669,455	720,332
Other	547,838	556,542
Total Revenues	<u>11,201,324</u>	<u>10,631,069</u>
Expenses		
Judiciary	<u>9,994,342</u>	<u>10,768,183</u>
Increase (Decrease) in net position	<u>1,206,982</u>	<u>(137,114)</u>
Net position, beginning of year	<u>(27,194,520)</u>	<u>(27,057,406)</u>
Net position, end of year	<u>\$ (25,987,538)</u>	<u>\$ (27,194,520)</u>

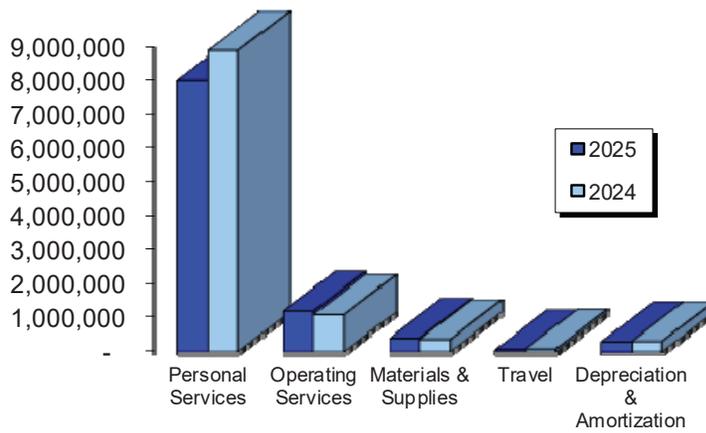
Approximately 89.13% (\$9,984,031) of the Clerk’s total revenues were derived through charges for services and licenses and permits in 2025 compared 87.99% (\$9,354,195) in 2024. Expenses incurred by the Clerk are primarily for the provision of legal recordings of the First Judicial District, Caddo Parish, Louisiana. Approximately 80.20% (\$8,015,149) of the Clerk’s expenses are for salaries and related payroll taxes and employee benefits during the year ended June 30, 2025, compared to 82.52% (\$8,886,256) during the prior year. In 2025, Governmental activities program revenues were less than program expenses by \$10,311.

The following chart depicts revenues by category for the years ended June 30, 2025 and 2024:



The following chart depicts expenses by category for the years ended June 30, 2025 and 2024:

**Total Expenses of Governmental Activities**



**FINANCIAL ANALYSIS OF THE CLERK’S INDIVIDUAL FUNDS**

As noted earlier, the Clerk uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

***Governmental Funds***

The focus of the Clerk’s governmental fund is to provide information on the near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Clerk’s financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Clerk’s net resources available for spending at the end of the year. As of the end of the year, the Clerk’s governmental fund (general fund) reported an ending fund balance of \$9,122,378, an increase of \$332,750 (3.79%) compared to the prior year fund balance of \$8,789,628.

The general fund is the operating fund of the Clerk. A total of \$8,988,318 (98.53%) of the ending fund balance is unassigned and is available for spending in the coming year while \$134,060 (1.47%) is non-spendable and represents amounts expended for prepaid items.

Additionally, as a measure of the general fund's liquidity, it may be useful to compare the unassigned fund balance to total fund expenditures. The unassigned fund balance of \$8,988,318, represents 86.08% of the total general fund expenditures (\$10,441,958) for the year ended.

### **GENERAL FUND BUDGETARY HIGHLIGHTS**

Formal budgetary integration is employed as a management control device during the fiscal year. The budget policy of the Clerk complies with state law, as amended, and as set forth in Louisiana Revised Statutes Title 39, Chapter 9, Louisiana Local Government Budget Act (LSA – R.S. 39:1301 et seq.).

The Clerk's budget was not amended during the year.

Total actual expenditures were \$31,180 (0.30%) more than the final budgeted amounts and total actual revenues were \$383,136 (3.43%) less than the final budgeted amounts.

### **CAPITAL ASSET AND DEBT ADMINISTRATION**

#### ***Capital Assets***

Additions to capital assets during the year ending June 30, 2025 included a network upgrade, a software purchase, a computer and a right-of-use car lease all totaling \$262,545.

At June 30, 2025, the depreciable capital assets for governmental activities were 79.76% depreciated versus 78.72% in the prior year. This comparison indicates that the Clerk has some aging assets that may require increased capital outlays in the future.

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

The following economic factors were considered when the budget for the fiscal year ended June 30, 2025, was prepared:

- Revenues are expected to remain consistent with the prior year.
- Other expenditures are expected to remain consistent with the prior year.

### **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the finances of the Caddo Parish Clerk of Court, Shreveport, Louisiana, and seeks to demonstrate the Clerk's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Honorable Mike Spence, Clerk of Court for Caddo Parish, 501 Texas Street, Room 103, Shreveport, Louisiana, 71101-5408, or by calling (318) 226-6775.

## BASIC FINANCIAL STATEMENTS

**CADDO PARISH CLERK OF COURT**  
Shreveport, Louisiana

STATEMENT A

**Governmental Funds Balance Sheet / Statement of Net Position**  
June 30, 2025

	Governmental Funds Financial Statements		Government-wide Statements
	<u>Balance Sheet</u>		<u>Statement of</u>
	<u>General Fund</u>	Adjustments	<u>Net Position</u>
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 8,987,363	\$ -	\$ 8,987,363
Receivables, net	186,810	-	186,810
Accrued interest	-	17,468	17,468
Prepaid expenses	134,060	-	134,060
Noncurrent assets:			
Capital assets, net	-	725,077	725,077
Total assets	<u>\$ 9,308,233</u>	<u>742,545</u>	<u>10,050,778</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
OPEB related		3,009,221	3,009,221
Pension related		1,035,327	1,035,327
Total deferred outflows of resources		<u>4,044,548</u>	<u>4,044,548</u>
<b>LIABILITIES</b>			
Current liabilities:			
Salaries and benefits payable	\$ 146,323	-	146,323
Unearned revenues	39,532	-	39,532
Noncurrent liabilities:			
Compensated absences - due within one year	-	124,946	124,946
Compensated absences	-	407,047	407,047
OPEB liability	-	19,179,842	19,179,842
Net pension liability	-	5,651,969	5,651,969
Total liabilities	<u>185,855</u>	<u>25,363,804</u>	<u>25,549,659</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
OPEB related		13,393,342	13,393,342
Pension related		1,139,863	1,139,863
Total deferred inflows of resources		<u>14,533,205</u>	<u>14,533,205</u>
<b>FUND BALANCE/NET POSITION</b>			
Fund Balances:			
Nonspendable - Prepaid expenses	134,060	(134,060)	
Unassigned	8,988,318	(8,988,318)	
Total fund balances	<u>9,122,378</u>	<u>(9,122,378)</u>	
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 9,308,233</u>	<u>30,774,631</u>	
Net Position:			
Net investment in capital assets		725,077	725,077
Unrestricted		(26,712,615)	(26,712,615)
Total net position		<u>\$ -</u>	<u>\$ (25,987,538)</u>

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
 Shreveport, Louisiana  
**Reconciliation of Fund Balance on the Balance Sheet for Governmental Funds to  
 Net Position of Governmental Activities on the Statement of Net Position**  
 June 30, 2025

<b>Fund Balance - Governmental Fund</b>	\$	9,122,378
Amounts reported for governmental activities in the statement of net position are different because:		
In the governmental fund, interest income on time deposits is recognized when the time deposits have matured and the income is available. In the government-wide statements, interest income is recognized as it is earned.		
		17,468
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		
Add - Capital assets	\$ 3,582,647	
Deduct - Accumulated depreciation and amortization	<u>(2,857,570)</u>	725,077
Certain deferred outflows reported in the governmental activities are not financial resources and therefore are not reported in the governmental funds.		
Deferred outflows-OPEB		3,009,221
Deferred outflows-pension related		1,035,327
Long-term liabilities are not due and payable in the current period, and therefore, are not reported in the governmental fund:		
Other postemployment liability		(19,179,842)
Accrued compensated absences		(531,993)
Deferred inflows-OPEB		(13,393,342)
Deferred inflows-pension related		(1,139,863)
Net pension liability		<u>(5,651,969.0)</u>
<b>Total Net Position of Government Activities</b>	<b>\$</b>	<b><u>(25,987,538)</u></b>

The notes to the financial statements are an integral part of this statement.  
 See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
Shreveport, Louisiana

STATEMENT C

**Statement of Governmental Fund Revenues, Expenditures and  
Changes in Fund Balance / Statement of Activities**  
For the year ended June 30, 2025

	Governmental Funds Financial Statements		Government-wide Statements
	<b>Statement of revenues, expenditures, and changes in fund balance</b>		<b>Statement of</b>
	General Fund	Adjustments	<b>Activities</b>
<b>Expenditures / Expenses</b>			
Current			
General Government - Judiciary	\$ 10,179,413	\$ (486,058)	\$ 9,693,355
Capital outlays	262,545	(262,545)	-
Depreciation and amortization	-	300,987	300,987
Total expenditures / expenses	10,441,958	(447,616)	9,994,342
<b>Program revenues</b>			
Charges for service:			
Court costs, fees and charges	4,155,691	-	4,155,691
Recording and copying fees	5,364,515	-	5,364,515
Licenses and permits	463,825	-	463,825
Total program revenues	9,984,031	-	9,984,031
Net program expense			(10,311)
<b>General revenues</b>			
Other income	76,737	471,101	547,838
Use of money and property - interest	713,940	(44,485)	669,455
Total general revenues	790,677	426,616	1,217,293
<b>Net change in fund balance / Change in net position</b>	332,750	874,232	1,206,982
<b>Fund balance / Net position</b>			
Beginning of the year	8,789,628		(27,194,520)
End of the year	\$ 9,122,378		\$ (25,987,538)

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
 Shreveport, Louisiana  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in  
 Fund Balance of the Governmental Fund to the Statement of Activities**  
 For the year ended June 30, 2025

<b>Net change in Fund Balance - Governmental Fund</b>	<b>\$</b>	<b>332,750</b>
<p>Governmental funds report interest income on time deposits when the time deposits have matured and the income is available. However, in the statement of activities accrued interest is reported as revenue.</p>		
Increase (decrease) in accrued interest		(44,485)
<p>Governmental funds report capital outlays as expenditures. However in the statement of activities, the cost of assets are capitalized and allocated over their estimated useful lives and reported as depreciation and amortization expense. Therefore, capital expenditures are not recorded in the statement of activities.</p>		
Capital outlays		262,545
Depreciation and amortization		(300,987)
<p>Pension expenses not requiring the use of current economic resources are not recorded in the fund financial statements.</p>		
Non-employer contributions to cost-sharing pension plan		471,101
<p>In the statement of activities, certain operating expenses are measured by the amounts accrued during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used.</p>		
Pension (expense) benefit	\$	(249,653)
OPEB (expense) benefit		829,130
Compensated absences (expense) benefit		(93,419)
		486,058
<b>Change in Net Position - Statement of Activities</b>	<b>\$</b>	<b><u>1,206,982</u></b>

The notes to the financial statements are an integral part of this statement.  
 See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
Shreveport, Louisiana

**Statement of Fiduciary Net Position**  
**Custodial Funds**  
June 30, 2025

		<b>Custodial Funds</b>
<b>ASSETS</b>		
Cash and cash equivalents	\$	35,751,854
Investments		1,240,000
Accounts receivable		18,852
<b>Total Assets</b>		<b>37,010,706</b>
 <b>LIABILITIES</b>		
Accounts payable		4,484
 <b>NET POSITION</b>		
Fiduciary net position - held for others	\$	<b>37,006,222</b>

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
Shreveport, Louisiana

**Statement of Changes in Fiduciary Net Position**  
**Custodial Funds**

For the year ended June 30, 2025

	<b>Custodial Funds</b>
<b>ADDITIONS:</b>	
Suits and successions	\$ 11,401,899
Bonds & liens	15,319
Investment income	713,581
Total additions	12,130,799
<b>REDUCTIONS</b>	
Clerk's costs (transferred to General Fund)	3,277,392
Court reporter costs (transferred to Court reporter fund)	450,923
Judge's compensation fund	184,940
Judicial court expense fund	82,605
Settlements and refunds	5,382,517
Court professional fees	540,722
Battered women's fund	8,462
Pro bono projects	16,964
Summons Fee	147,000
Sheriffs' fees	680,667
Secretary of State	26,275
Court of Appeals	7,613
Other reductions	71,363
Total reductions	10,877,443
<b>Net increase in fiduciary net position</b>	1,253,356
<b>Net position- beginning</b>	35,752,866
<b>Net position - ending</b>	\$ 37,006,222

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

## NOTES TO THE FINANCIAL STATEMENTS

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

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**INTRODUCTION**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying basic financial statements of the Caddo Parish Clerk of Court (the Clerk) have been prepared in conformity with governmental accounting principles generally accepted in the United States of America applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for GAAP for state and local governments through its pronouncements. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*.

The significant accounting and reporting policies and practices used by the Clerk are described below.

**B. REPORTING ENTITY**

The Clerk is an independently elected official and as such, is solely responsible for the operations of his office, which includes responsibility for the hiring and retention of employees, the annual operating budget and any fund deficits, and the receipt and disbursement of funds. The Caddo Parish Commission maintains and operates the parish courthouse in which the Clerk's office is located and is responsible for certain expenses incurred by the Clerk as required by law. Despite this fact, the Clerk was determined to be financially independent and not a component unit of the Caddo Parish Commission. Accordingly, the Clerk is a separate governmental reporting entity. The accompanying financial statements present information only on the funds and activities controlled by the Clerk and do not present information on the Caddo Parish Commission, the general government services provided by that governmental unit, or other separate reporting entities from the Clerk.

**C. FUND ACCOUNTING**

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

Funds of the Clerk are classified into two categories: governmental (General Fund) and fiduciary (custodial funds). These funds are described as follows:

**Governmental Funds**

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

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

**Fiduciary Funds**

Fiduciary fund reporting focuses on net position and changes in net position. The only funds accounted for in this category by the Clerk are custodial funds. The Advance Deposit, Civil Jury, Court Reporter, and Registry of Court custodial funds account for assets held by the Clerk in a trustee capacity or as an agent for litigants pending court action and do not involve measurement of results of operations. The Custodial Funds are accounted for on a spending or "economic resources" measurement focus and the accrual basis of accounting in accordance with GASBS No. 84, Fiduciary Activities.

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

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

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

**Fund Financial Statements**

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

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

**Revenues**

Recordings, cancellations, court attendance, criminal costs, and other fees, charges and commissions for services are recorded in the year in which they are earned. Interest income on time deposits is recorded when the time deposits have matured and the income is available. Substantially, all other revenues are recorded when received by the Clerk.

Based on the above criteria, recordings, court attendance, criminal costs, and other fees, charges, and commissions for services are treated as susceptible to accrual.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Salaries and related payroll taxes and benefits are recorded when employee services are provided to the Clerk. Capital outlays are reported at the time purchased.

The emphasis of the fund financial statements is on major governmental funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity; therefore, the Clerk reports the General Fund as a major fund.

**Government-wide Financial Statements**

The statement of net position and the statement of activities display information about the Clerk as a whole. These statements include all the financial activities of the Clerk, except for fiduciary activities. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. The accounting objectives of the economic resources measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with the Clerk's activities are reported. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or the economic asset is used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Gains on the sale of capital assets are reported as general revenues, losses on the sale of capital assets are reported as program expenses.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Clerk's governmental activities. Direct expenses are those that are specifically 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. Program revenues reduce the cost of the function to be financed from the Clerk's general revenues.

Revenues that are not classified as program revenues, including interest, are presented as general revenues.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING - (Continued)**

**Fiduciary Fund Financial Statements**

Fiduciary fund financial statements include a Statement of Fiduciary Net Position and a Statement of Changes in Fiduciary Net Position. The only funds accounted for in this category by the Clerk are custodial funds. Data from the fiduciary funds is not incorporated in the government-wide financial statements.

**E. CASH, CASH EQUIVALENTS, AND INVESTMENTS**

Cash includes cash on hand, amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents includes amounts invested with the Louisiana Asset Management Pool, Inc. (LAMP) and any short-term, highly liquid investments or time deposits with maturities of 90 days or less when purchased. LAMP is a non-profit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates as a local government investment pool. Investments include any investment or time deposit with a maturity of 90 days or more when purchased. Under state law, the Clerk may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

The treatment of LAMP funds is a change from prior period treatment wherein LAMP funds were classified as investments. Due to the short-term nature of LAMP investments and the ability to withdraw funds on demand was the cause of the reclassification. This change did not impact any beginning balances and did not impact current or prior total current asset amounts.

**F. RECEIVABLES**

All trade receivables are shown net of an allowance for uncollectible accounts. Trade accounts receivable outstanding in excess of 90 days comprise the trade accounts receivable allowance for uncollectible accounts.

**G. PREPAID ITEMS**

Payments made to vendors for services or supplies that will benefit periods beyond June 30, 2025 are recorded in the financial statements as prepaid expenses.

**H. CAPITAL ASSETS, RIGHT-OF-USE ASSETS, DEPRECIATION, AND AMORTIZATION**

Capital assets include office equipment, furniture and fixtures, building improvements, and right-of-use assets in the government-wide financial statements. The Clerk recognizes all leases over one year in term, with a present value of future payments exceeding \$7,500 as right-of-use assets. For recognized right-of-use assets the present value of the future payments are amortized over the term of the agreements. All other purchased and constructed capital assets are valued at historical cost or estimated cost if historical cost is not available. Donated capital assets are valued at their estimated fair value at the date of donation. Except for right-of-use assets, the Clerk maintains a threshold level of \$5,000 or more for capitalizing capital assets for reporting purposes. Assets reported in the fund financial statements for governmental funds exclude capital assets. The governmental funds financial statements report the acquisition of capital assets as expenditures.

All capital assets, other than land and right-of-use assets, are depreciated using the straight-line method over their estimated useful lives, ranging from five to twenty years depending upon the expected durability of the particular asset. Depreciation and amortization of all exhaustible capital assets is recorded as an expense in the statement of activities. Capital assets are recorded in the statement of net position.

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

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element, Deferred Outflows of Resources, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. In addition to liabilities, the statement of financial position reports a separate section for Deferred Inflows of Resources. This separate financial statement element represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Clerk recognizes differences between expected and actual factors in total pension liability measurements, changes in assumptions about future factors in the total pension liability measurements, and the differences between projected and actual earnings on pension plan investments within these financial statement sections.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**I. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES – (Continued)**

The Clerk reports unearned revenue on both its government-wide and fund financial statements. Unearned revenues arise when potential revenues do not meet both the “available” and “measurable” criteria for recognition in the current period. In subsequent periods, when both revenue recognition criteria have been met or the Clerk has legal claim to the resources, the unearned revenue is removed from the balance sheet and revenue is recognized. The Clerk’s unearned revenue consists of prepaid portal fees.

**J. COMPENSATED ABSENCES AND LEAVE POLICIES**

The Clerk has the following policy relating to leave time:

Following completion of one year of continuous service and depending on length of service, employees of the Clerk’s office earn vacation leave between 10 work days and 23 work days annually based on anniversary date of employment. Unused balances are forfeited at the end of each anniversary period. Upon voluntary resignation or retirement, an employee is compensated for annual vacation leave balances unused and remaining.

Following completion of one year of continuous service, employees are entitled to 22.5 hours of appointment leave and 9 days of sick leave annually based on anniversary date of employment. Unused appointment balances are forfeited at the end of each anniversary period but sick leave can be rolled over up to a limit of 120 days. Upon retirement, resignation, or termination of employment, all unused appointment leave is forfeited. Employees are not entitled to be compensated for accumulated sick leave balances at retirement or resignation, however, “retiring” employees can use all accumulated sick leave balances prior to retiring.

The Clerk, in accordance with GASB 101, recognizes a liability for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means.

**K. NET POSITION AND FUND EQUITY**

Net Position

The Clerk classifies net position in the government-wide financial statements, as follows:

- 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, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.
- Restricted net position – net position is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by external organizations such as federal or state laws or buyers of the Clerk’s bonds. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.
- Unrestricted net position – consists of all other net position that does not meet the definition of the above two components and is available for general use by the Clerk.

Fund Balances

The Clerk classifies fund balances in governmental funds as follows:

- Nonspendable- Resources that are not in spendable form (such as prepaid expenses) because they are legally or contractually required to be maintained intact.
- Restricted- Resources constrained to specific purposes by their providers (such as grantors or higher levels of government).
- Committed- Resources constrained by the Clerk itself. To be reported as committed, amounts cannot be used for any other purpose unless the Clerk takes the action to remove or change the constraint.
- Assigned- Resources the Clerk intends to use for a specific purpose.
- Unassigned- Resources that are available for any purpose.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**K. NET POSITION AND FUND EQUITY – (Continued)**

The Clerk establishes (and modifies and rescinds) fund balance commitments and assignments through adoption and amendment of the budget. The Clerk would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

The General Fund, the Clerk's only governmental fund, has an unassigned fund balance of \$8,988,318.

R.S. 13:785 requires that every four years (at the close of the term of office) the Clerk must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the Clerk's last year of his term of office. The amount owed to the parish treasurer under R.S. 13:785 is limited to no more than the funds provided by the parish treasurer under provisions of R.S. 13:784 (A) to help defray the costs of capital assets and record books during the Clerk's four-year term. At June 30, 2025, there was no amount due to the parish treasurer.

**L. PENSION PLAN**

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

**M. USE OF ESTIMATES**

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

**N. OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

The Clerk follows GASB Statement 75 "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions," which requires the accrual of other postemployment benefits for retired employees. The Clerk has recorded a liability for other postemployment benefits (see Note 6). In the government-wide financial statements, the OPEB liability is recorded as an expense and non-current liability and allocated on a functional basis. In the fund financial statements, OPEB expenditures are recognized in the amount contributed to the plan or expected to be liquidated with expendable available financial resources. Expendable available financial resources generally refer to OPEB payments due and payable as of the end of the year.

**2. CASH, CASH EQUIVALENTS, AND INVESTMENTS**

*Cash and Cash Equivalents:* At June 30, 2025, the Clerk had cash (book balances) totaling \$30,077,149 as follows:

	Governmental Fund	Custodial Funds	Total
Cash	\$ 1,800	\$ -	\$ 1,800
Interest-bearing demand deposits	67,133	29,456,204	29,523,337
Non interest-bearing demand deposits	276,433	275,579	\$ 552,012
LAMP	8,641,997	6,020,071	14,662,068
	\$ 8,987,363	\$ 35,751,854	\$ 44,739,217

*Investments:* At June 30, 2025, the Clerk had investments (book balances) totaling \$1,240,000 as follows:

	Governmental Fund	Custodial Funds	Total
Time Deposits	\$ -	\$ 1,240,000	\$ 1,240,000

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

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**2. CASH, CASH EQUIVALENTS, AND INVESTMENTS – (Continued)**

These deposits are stated at cost, which approximates fair value. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance, or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must always 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. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Clerk's name.

The cash equivalents and investments of the Clerk are subject to the following risks:

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. At year end, the Clerk had collected bank balances of \$30,273,160 which were fully protected by \$500,000 of federal depository insurance and the pledge of securities with a market value of \$35,288,471 held by the custodial bank in the name of the Clerk.

*Interest Rate Risk:* The Clerk's time deposits (certificates of deposit) have maturities of one year or less which limits exposure to fair value losses arising from rising interest rates.

*Credit Risk:* The Clerk's investments comply with Louisiana Statutes (LSA R.S. 33:2955). Under state law, the Clerk may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Clerk may invest in United States bonds, treasury notes and bills, government backed agency securities, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

Cash equivalents held at June 30, 2025, include \$14,662,068 (collected balances) invested with the Louisiana Asset Management Pool (LAMP), a local government investment pool. The Louisiana Asset Management Pool is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based upon quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

**3. RECEIVABLES**

The governmental activities receivables of \$186,810 at June 30, 2025, are as follows:

Fees, charges and commissions for services:	
Court costs, fees and charges	\$ 25,660
Recording and copying fees	183,115
Remote access	959
Portal fees	5,487
Other	13,250
Gross receivables	<u>228,472</u>
Less allowance for uncollectibles	(41,662)
Net total receivables	<u><u>\$ 186,810</u></u>

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

**4. CAPITAL ASSETS**

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

Governmental activities	Beginning Balance	Additions	Deletions	Ending Balance
<u>Capital assets being depreciated</u>				
Office equipment	\$ 1,557,904	\$ 238,015	\$ (247,350)	\$ 1,548,569
Furniture and fixtures	1,241,769	-	-	1,241,769
Office improvements	767,779	-	-	767,779
Right-of-use assets	21,310	24,530	(21,310)	24,530
Total	<u>3,588,762</u>	<u>262,545</u>	<u>(268,660)</u>	<u>3,582,647</u>
<u>Less accumulated depreciation and amortization</u>				
Office equipment	1,522,800	99,548	(247,350)	1,374,998
Furniture and fixtures	895,161	171,059	-	1,066,220
Office improvements	388,340	22,561	-	410,901
Right-of-use assets	18,942	7,819	(21,310)	5,451
Total	<u>2,825,243</u>	<u>300,987</u>	<u>(268,660)</u>	<u>2,857,570</u>
Net capital assets	<u>\$ 763,519</u>	<u>\$ (38,442)</u>	<u>\$ -</u>	<u>\$ 725,077</u>

Depreciation and amortization expense of \$300,987 was charged to the judiciary function of the governmental activities.

Right-of-use asset. The Clerk of Court has only one right-of-use asset, being a 2026 Honda Pilot leased November 1, 2024. The lease was for a term of three (3) years with the fair market value of the lease being paid in full at lease commencement. The Clerk of Court does not anticipate renewing the lease or exercising the purchase option for the vehicle at the end of the term. The full payment of the lease in year one will be amortized over the three-year lease term using straight-line amortization and is included in the above schedule.

**5. PENSION PLAN**

*Plan Description.* Substantially all employees of the Clerk are members of the Louisiana Clerks' of Court Retirement and Relief Fund (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees and established in accordance with Louisiana Revised Statute 11:1501.

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

*Retirement Benefits:* A member or former member shall be eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 years (age 60 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, is equal to 3% percent of the member's monthly average final compensation multiplied by the number of years of credited service, not to exceed 100% of the monthly average final compensation. The retirement benefit accrual rate is increased to 3½% for all service credit accrued after June 30, 1999 (for members hired prior to January 1, 2011). For members hired before July 1, 2006 and who retire prior to January 1, 2011, monthly average final compensation is based on the highest 36 consecutive months, with a limit increase of 10% in each of the last three years of measurement. For members hired after July 1, 2006, monthly average final compensation is based on the highest compensated 60 consecutive months, or successive joined months if service was interrupted, with a limit increase of 10% in each of the last five years of measurement. For members who were employed prior to July 1, 2006 and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

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**5. PENSION PLAN – (Continued)**

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

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

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

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

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

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

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**5. PENSION PLAN – (Continued)**

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

*Contributions:* According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2024, the actual employer contribution rate was 23.00%. The contractually required contribution for the Clerk for the year ended June 30, 2025, was \$851,639.

In accordance with state statute, the Fund also receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities. Non-employer contributions are recognized as revenue during the year and excluded from pension expense. Non-employer contribution revenue for the Clerk for the year ended June 30, 2024 was \$471,101.

*Schedule of Employer Allocations:* The schedule of employer allocations reports the historical employer contributions in addition to the employer allocation percentages for each participating employer. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of Louisiana Clerks' of Court Retirement and Relief Fund. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The resulting allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on each employer's contributions to the Fund during the fiscal year ended June 30, 2024 as compared to the total of all employers' contributions received by the Fund during the fiscal year ended June 30, 2024.

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

At June 30, 2025, the Clerk reported a liability of \$5,651,969 for its proportionate share of the net pension liability of the Plan. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's proportion of the net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

At June 30, 2024 (Plan's measurement date), the Clerk's proportion was 3.396966% which was an decrease of 0.355869% from the proportion measured as of June 30, 2023.

For the year ended June 30, 2025, the Clerk recognized a pension expense of \$249,653, representing its proportionate share of the Plan's net expense, including amortization of deferred amounts.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

**5. PENSION PLAN – (Continued)**

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 19,731	\$ 143,156
Changes of assumptions	124,407	-
Net difference between projected and actual earnings on pension plan investments	-	461,146
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	516,533
Differences between employer and proportionate share of contributions	39,550	19,028
Employer contributions subsequent to the measurement date	851,639	-
Total	\$ 1,035,327	\$ 1,139,863

The Clerk reported a total of \$851,639 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2024, which will be recognized as a reduction in net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

June 30,	
2025	(356,012)
2026	324,817
2027	(517,586)
2028	(407,394)
Total	(956,175)

*Actuarial Methods and Assumptions:* The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position. The components of the net pension liability of the Clerk as of June 30, 2024 are as follows:

Total Pension Liability	\$ 33,432,614
Less: Plan Fiduciary Net Position	27,780,645
Net Pension Liability	\$ 5,651,969

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2024 is as follows:

Valuation Date	June 30, 2024
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Life	5 Years
Investment Rate of Return	6.55%, net of investment expense, including inflation
Inflation rate	2.40%
Projected Salary Increases	1-5 years of service - 6.2%
	5 years or more - 5%
Mortality Rates	Pub - 2010 Public Retirement Plans multiplied by 120% Mortality Table with full generation projection using the appropriate MP-2019 improvement scale.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

**5. PENSION PLAN – (Continued)**

Cost of Living Adjustments

The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

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

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

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 5.81%, for the year ended June 30, 2024.

Best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2024, is summarized in the following table:

Asset Class	Target asset allocation	Long-term expected portfolio real rate of return
Fixed Income:		
Domestic Bonds	30%	0.59%
International Bonds		0.22%
Domestic Equity	35%	2.62%
International Equity	20%	1.70%
Real Estate	15%	0.68%
System Total	100%	5.81%
Inflation		2.50%
Expected Arithmetic Return		8.31%

Discount Rate. The discount rate used to measure the total pension liability was 6.55%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by the Public Retirement System's Actuarial Committee (PRSAC) taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

**5. PENSION PLAN – (Continued)**

Sensitivity of the Clerk’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the net pension liability of the Clerk calculated using the discount rate of 6.55 percent, as well as what the Clerk’s net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.55 percent) or one percentage point higher (7.55 percent) than the current rate:

	1% Decrease 5.55%	Current Discount Rate 6.55%	1% Increase 7.55%
Net Pension Liability	\$ 9,319,233	\$ 5,651,969	\$ 2,558,595

*Change in Net Pension Liability:* The changes in the net pension liability for the year ended June 30, 2024, were recognized in the current reporting period as pension expense except as follows:

Differences between Expected and Actual Experience: The differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized as pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

Differences between Projected and Actual Investment Earnings: The differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period.

Changes of Assumptions or Other Inputs: The changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

Changes in Proportion: Changes in the employer’s proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer’s pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

*Plan Fiduciary Net Position.* The System issues an annual publicly available financial report that includes financial statements, required supplementary information for the System and detailed information about the plan’s fiduciary net position. Access to the report can be found on the Office of Louisiana Legislative Auditor’s official website: [www.la.state.la.us](http://www.la.state.la.us) or by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 10202 Jefferson Hwy, Building A Baton Rouge, LA 70809, or by calling (225) 293-1162.

**6. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS**

**General Information about the OPEB Plan**

*Plan description* – The Caddo Parish Clerk of Court (the Clerk) provides certain continuing health care and life insurance benefits for its retired employees. The Caddo 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).

*Benefits Provided* – Benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions as follows: Attainment of age 55 and 12 years of service; or, attainment of age 60 and 12 years of service for employees hired on and after January 1, 2011. 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 for the active level, reduced to 37.5% of the original amount at age 67 and to 15% of the original amount at age 75, and 100% of the rate is paid by the employer.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

**6. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS – (Continued)**

*Employees covered by benefit terms* – As of the measurement date June 30, 2025, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	43
Active employees	66
	109

**Total OPEB Liability**

The Clerk's total OPEB liability is \$19,179,842 as of the measurement date June 30, 2025 the end of the fiscal year.

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

Inflation	3.0%
Salary increases	3.0%, including inflation
Discount rate	3.93% annually (Beginning of Year to Determine ADC) 5.20% annually (As of End of Year Measurement Date)
Healthcare cost trend rates	Getzen Model, initial trend of 5.5%
Mortality	120% of Pub-2010 for general employees and healthy retirees with MP-2021 scale

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index on the applicable measurement dates.

The actuarial assumptions used in the June 30, 2025 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2024.

**Changes in the Total OPEB Liability**

Balance at June 30, 2024	\$ 21,473,636
Changes for the year:	
Service cost	567,432
Interest	855,064
Differences between expected and actual experience	436,316
Changes in assumptions	(3,407,844)
Benefit payments and net transfers	(744,762)
Net changes	(2,293,794)
Balance at June 30, 2025	\$ 19,179,842

*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 (4.20%) or 1-percentage-point higher (6.20%) than the current discount rate:

	<b>1.0% Decrease (4.20%)</b>	<b>Current Discount Rate (5.20%)</b>	<b>1.0% Increase (6.20%)</b>
Total OPEB liability	\$ 21,793,370	\$ 19,179,842	\$ 17,031,299

*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:

	<b>1.0% Decrease (4.5%)</b>	<b>Current Trend (5.5%)</b>	<b>1.0% Increase (6.5%)</b>
Total OPEB liability	\$ 17,000,826	\$ 19,179,842	\$ 21,865,133

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

**6. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS – (Continued)**

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

For the year ended June 30, 2025, the Clerk recognized an OPEB benefit of \$84,368.

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 835,507	\$ (2,330,832)
Changes in assumptions	2,173,714	(11,062,510)
<b>Total</b>	<b>\$ 3,009,221</b>	<b>\$ (13,393,342)</b>

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

Years ending June 30:	
2026	\$ (1,506,864)
2027	\$ (1,509,971)
2028	\$ (1,509,971)
2029	\$ (1,509,971)
2030	\$ (1,509,971)
Thereafter	\$ (2,837,371)

**7. DEBT**

The following is a summary of changes in long-term liabilities reported in the government-wide financial statements for the fiscal year ended June 30, 2025:

	Pension Liability	OPEB Liability	Compensated Absences
Balances at July 1, 2024	\$ 8,073,270	\$ 21,473,636	\$ 564,407
Increases	-	-	-
Decreases	2,421,301	2,293,794	32,414
<b>Balances as June 30, 2025</b>	<b>\$ 5,651,969</b>	<b>\$ 19,179,842</b>	<b>\$ 531,993</b>
	Due within one year		
	Pension liability	OPEB liability	Compensated Absences
Balances at July 1, 2024	\$ -	\$ -	\$ 125,833
Increases	-	-	-
Decreases	-	-	887
<b>Balances as June 30, 2025</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,946</b>

**8. DEFERRED COMPENSATION PLAN**

Certain employees of the Clerk are eligible to participate in the State of Louisiana deferred compensation plan adopted under the provisions of the Internal Revenue Service Code Section 457. Employees may contribute up to the maximum allowed by the Internal Revenue Service. The contributions are withheld from the employees' paychecks and the Clerk makes a matching contribution equal to the amount contributed to a maximum percentage of the employee's monthly compensation. The contributions are fully vested immediately and are remitted to a third-party administrator each pay period where they are deposited to an account in the employee's name. The Clerk does not assume any liability for the funds and does not have control over the funds once they are remitted to the third-party administrator. During the year ended June 30, 2025, the Clerk's matching funds totaled \$190,385.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

Notes to the Financial Statements  
For the Year Ended June 30, 2025

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**9. RISK MANAGEMENT**

The Clerk is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk purchases commercial insurance to provide workers compensation coverage, general liability, error and omission, and property insurance. There were no significant reductions in insurance coverage from the previous year. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**10. LITIGATION AND CLAIMS**

At June 30, 2025, the Clerk was involved in litigation concerning several matters which, in the estimation of the legal advisor of the Clerk, an estimate of the ultimate resolution of the suits cannot be made. However, it is the opinion of legal counsel that an unfavorable outcome is unlikely in the pending lawsuits.

**11. EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH COMMISSION**

The Clerk's office is located in the Caddo Parish Courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statue 33:4715 is paid by the Caddo Parish Commission and is not included in the accompanying financial statements.

**12. DEFICIT NET POSITION**

The Clerk has a net position deficit of \$25,987,538 resulting from noncurrent operating liabilities such as OPEB liability of \$19,179,842 and net pension liability of \$5,651,969.

**13. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through November 29, 2025, the date the financial statements were available to be issued and has concluded that there are no significant events requiring recognition or disclosure through that date.

REQUIRED SUPPLEMENTARY INFORMATION (PART II)

**CADDO PARISH CLERK OF COURT**  
Shreveport, Louisiana

**Budgetary Comparison Schedule - General Fund**  
For the year ended June 30, 2025

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with final budget positive (negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>Revenues</b>				
Court costs, fees and charges	\$ 4,700,000	\$ 4,700,000	\$ 4,155,691	\$ (544,309)
Recording and copying fees	5,456,444	5,456,444	5,364,515	(91,929)
Licenses and permits	401,400	401,400	463,825	62,425
Miscellaneous	-	-	76,737	76,737
Use of money and property - interest	600,000	600,000	713,940	113,940
<b>Total revenues</b>	<b>11,157,844</b>	<b>11,157,844</b>	<b>10,774,708</b>	<b>(383,136)</b>
<b>Expenditures</b>				
Current				
General Government - Judiciary	10,300,778	10,300,778	10,179,413	121,365
Capital Outlay	110,000	110,000	262,545	(152,545)
<b>Total expenditures</b>	<b>10,410,778</b>	<b>10,410,778</b>	<b>10,441,958</b>	<b>(31,180)</b>
<b>Net change in fund balance</b>	<b>747,066</b>	<b>747,066</b>	<b>332,750</b>	<b>(414,316)</b>
<b>Fund Balance</b>				
Beginning of the year	8,789,628	8,789,628	8,789,628	-
End of the year	\$ 9,536,694	\$ 9,536,694	\$ 9,122,378	\$ (414,316)

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
Shreveport, Louisiana

**Schedule of Proportionate Share of Net Pension Liability**  
For the year ended June 30, 2025

**Louisiana Clerks' of Court Retirement and Relief Fund:**

Fiscal Year* ending June 30,	Employer's proportion of the net pension liability (asset)	Employer's proportionate share of the net pension liability (asset)	Employer's covered payroll	Employer's proportionate share of the net pension liability as a % of its covered payroll	Plan fiduciary net position as a % of the total pension liability
2016	3.333254%	\$ 4,999,986	\$ 3,171,875	158%	78.1%
2017	3.486320%	\$ 6,449,602	\$ 3,182,107	203%	74.2%
2018	3.500419%	\$ 5,295,903	\$ 3,185,989	166%	79.7%
2019	3.643092%	\$ 6,059,557	\$ 3,381,455	179%	79.1%
2020	3.862972%	\$ 7,015,126	\$ 3,755,567	187%	77.9%
2021	3.679234%	\$ 8,851,741	\$ 3,638,607	243%	72.1%
2022	3.775089%	\$ 5,021,769	\$ 3,826,369	131%	85.4%
2023	3.746183%	\$ 9,079,863	\$ 3,835,338	237%	74.1%
2024	3.752835%	\$ 8,073,270	\$ 3,988,263	202%	77.6%
2025	3.396966%	\$ 5,651,969	\$ 3,655,600	155%	83.1%

\*Amounts presented were determined as of the measurement date (previous fiscal year end).

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
Shreveport, Louisiana

**Schedule of Employer Pension Contributions**  
For the year ended June 30, 2025

**Louisiana Clerks' of Court Retirement and Relief Fund:**

Fiscal year*	Contractually required contribution	Contributions in relation to contractually required contribution	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a % of covered payroll
2016	\$ 604,600	\$ 604,600	\$ -	\$ 3,182,107	19.00%
2017	\$ 600,102	\$ 600,102	\$ -	\$ 3,185,989	18.84%
2018	\$ 642,476	\$ 642,476	\$ -	\$ 3,381,455	19.00%
2019	\$ 713,558	\$ 713,558	\$ -	\$ 3,755,567	19.00%
2020	\$ 691,335	\$ 691,335	\$ -	\$ 3,638,607	19.00%
2021	\$ 803,538	\$ 803,538	\$ -	\$ 3,826,369	21.00%
2022	\$ 853,363	\$ 853,363	\$ -	\$ 3,835,338	22.25%
2023	\$ 887,389	\$ 887,389	\$ -	\$ 3,988,263	22.25%
2024	\$ 840,788	\$ 840,788	\$ -	\$ 3,655,600	23.00%
2025	\$ 851,639	\$ 851,639	\$ -	\$ 3,702,776	23.00%

\*Amounts presented were determined as of the end of the fiscal year.

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**

SCHEDULE 4

Shreveport, Louisiana

**Schedule of Changes in Net OPEB Liability and Related Ratios  
For the year ended June 30, 2025**

	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
<b>OPEB expenses</b>					
Service cost	\$ 567,432	\$ 609,795	\$ 718,595	\$ 1,014,956	\$ 985,035
Interest	855,064	798,819	768,964	540,532	587,417
Changes of benefit terms	-	-	-	-	-
Difference between expected and actual experience	436,316	2,849	605,273	(330,439)	(2,801,056)
Changes of assumptions	(3,407,844)	(832,915)	(1,225,433)	(3,861,580)	149,081
Benefit payments	<u>(744,762)</u>	<u>(685,452)</u>	<u>(649,718)</u>	<u>(517,750)</u>	<u>(490,758)</u>
<b>Net change in total OPEB liability</b>	<u>(2,293,794)</u>	<u>(106,905)</u>	<u>217,681</u>	<u>(3,154,281)</u>	<u>(1,570,281)</u>
<b>Total beginning OPEB liability</b>	<u>21,473,636</u>	<u>21,580,541</u>	<u>21,362,860</u>	<u>24,517,141</u>	<u>26,087,422</u>
<b>Total ending OPEB liability</b>	<u>\$ 19,179,842</u>	<u>\$ 21,473,636</u>	<u>\$ 21,580,541</u>	<u>\$ 21,362,860</u>	<u>\$ 24,517,141</u>

Covered-employee payroll	3,632,348	3,671,115	3,564,189	3,590,751	3,486,166
Net OPEB liability as a % of covered-employee payroll	528.03%	584.94%	605.48%	594.94%	703.27%

**Notes to schedule:**

*Benefit change:* None                      None                      None                      None                      None

*Changes of assumptions:*

*Discount rate:* 5.20%                      3.93%                      3.65%                      3.54%                      2.16%

*Mortality:* Pub                      Pub                      Pub                      RP-2014                      RP-2014

2010/2021                      2010/2021                      2010/2021

*Trend:* Getzen Model                      Getzen Model                      Getzen Model                      4.5% to 5.5%                      4.5% to 5.5%

-continued-

	<u>2020</u>	<u>2019</u>	<u>2018</u>
<b>OPEB expenses</b>			
Service cost	\$ 1,018,660	\$ 703,838	\$ 711,138
Interest	723,008	1,066,934	1,026,000
Changes of benefit terms	-	-	-
Difference between expected and actual experience	154,421	(1,054,307)	27,963
Changes of assumptions	4,590,851	(9,170,840)	-
Benefit payments	<u>(547,547)</u>	<u>(519,002)</u>	<u>(550,203)</u>
<b>Net change in total OPEB liability</b>	<u>5,939,392</u>	<u>(8,973,377)</u>	<u>1,214,898</u>
<b>Total beginning OPEB liability</b>	<u>20,148,030</u>	<u>29,121,407</u>	<u>27,906,509</u>
<b>Total ending OPEB liability</b>	<u>\$ 26,087,422</u>	<u>\$ 20,148,030</u>	<u>\$ 29,121,407</u>

Covered-employee payroll	3,676,025	3,568,956	6,217,058
Net OPEB liability as a % of covered-employee payroll	709.66%	564.54%	468.41%

**Notes to schedule:**

*Benefit change:* None                      None                      None

*Changes of assumptions:*

*Discount rate:* 2.21%                      3.50%                      3.62%

*Mortality:* RP-2000                      RP-2000                      RP-2000

*Trend:* 4.5% to 5.5%                      5.50%                      5.50%

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

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

**Notes to Required Supplementary Information  
June 30, 2025**

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**Budgetary Information**

The budget for the General Fund (Salary Fund) is prepared and is adopted annually on the cash basis of accounting. A preliminary budget for the General Fund for the ensuing year is prepared by the Caddo Parish Clerk of Court (the Clerk) during May of each year. The availability of the proposed budget for public inspection and the date of the public hearing on the budget are then advertised in the official journal. During June, the Clerk holds a public hearing on the proposed budget in order to receive comments from the public and other interested parties. The General Fund budget is adopted during June of each year and notice is published in the official journal.

The proposed budget for the June 30, 2025 fiscal year was made available for public inspection at the Clerk's office on May 30, 2024. The proposed budget, prepared on the cash basis of accounting, was published in the official journal ten days before the public hearing. The budget hearing was held at the Clerk's office on June 13, 2024.

Louisiana Revised Statute (LSA-R.S.) 39:1311 requires the chief executive or administrative officer of the Clerk's office to advise the Clerk in writing when:

- (1) Total revenue and other sources plus projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by five percent or more.
- (2) Total actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by five percent or more.
- (3) Actual beginning fund balance, within a fund, fails to meet estimated fund balance by five percent or more and fund balance is being used to fund current year expenditures.

The Clerk prepares necessary budget amendments when, in his judgment, actual operations differ materially from those anticipated in the original budget and formally adopts the amendments. The adoption of amendments is published in the official journal. The General Fund budget for the fiscal year ended June 30, 2025, was not amended.

Expenditures may not legally exceed appropriations at the fund level. Appropriations that are not expended lapse at year-end. Formal budget integration is employed as a management control device during the year. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments. The Clerk is in compliance with the Louisiana Local Government Budget Act.

**Pension Information**

The schedule of the Caddo Parish Clerk of Court's proportionate share of the net pension liability and the schedule of the Caddo Parish Clerk of Court's pension contributions are intended to show information for 10 years. Additional years will be displayed as they become available. There were no changes of benefit terms nor changes in benefit assumptions for the year ended June 30, 2025 June 30, 2024.

Changes of assumptions:

Year ended June 30,	Discount Rate	Investment Rate of return	Inflation Rate	Expected Remaining lives	Projected Salary increase
2016	7.00%	7.00%	-	5	5.00%
2017	7.00%	7.00%	2.5%	5	5.00%
2018	7.00%	7.00%	2.5%	5	5.00%
2019	6.75%	6.75%	2.5%	5	5.00%
2020	6.75%	6.75%	2.5%	5	5.00%
2021	6.75%	6.75%	2.5%	5	Range
2022	6.55%	6.55%	2.4%	5	Range
2023	6.55%	6.55%	2.4%	5	Range
2024	6.55%	6.55%	2.4%	5	Range
2025	6.55%	6.55%	2.4%	5	Range

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

**Notes to Required Supplementary Information  
June 30, 2025**

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**Schedule of Changes in Net OPEB Liability and Related Ratios**

*Changes of Benefit Terms*

There were no changes of benefit terms for the year ended June 30, 2025.

*Changes of Assumptions*

<u>Year ended June 30,</u>	<u>Discount rate</u>	<u>Inflation Rate</u>	<u>Healthcare Cost Trends</u>	<u>Projected salary increase</u>
2018	3.62%	3.00%	5.50%	3.00%
2019	3.50%	2.50%	5.50%	3.00%
2020	2.21%	2.50%	5.50%	3.00%
2021	2.16%	2.00%	Variable	3.00%
2022	3.54%	3.00%	Variable	3.00%
2023	3.65%	3.00%	Getzen Model	3.00%
2024	3.93%	3.00%	Getzen Model	3.00%
2025	5.20%	3.00%	Getzen Model	3.00%

## SUPPLEMENTARY INFORMATION

**CADDO PARISH CLERK OF COURT**  
Shreveport, Louisiana

**Combining Statement of Fiduciary Net Position**  
**Custodial Funds**  
June 30, 2025

	<u>Jury Cost Fund</u>	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Court Reporter Fund</u>	<u>Custodial Funds Total</u>
<b>ASSETS</b>					
Cash and cash equivalents	\$ 2,657,733	\$ 3,196,167	\$ 29,302,439	\$ 595,515	\$ 35,751,854
Investments	740,000	500,000	-	-	1,240,000
Accounts receivable	-	18,852	-	-	18,852
<b>Total Assets</b>	<u>3,397,733</u>	<u>3,715,019</u>	<u>29,302,439</u>	<u>595,515</u>	<u>37,010,706</u>
<b>LIABILITIES</b>					
Accounts payable	<u>4,484</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,484</u>
<b>NET POSITION</b>					
Fiduciary net position - held for others	<u>\$ 3,393,249</u>	<u>\$ 3,715,019</u>	<u>\$ 29,302,439</u>	<u>\$ 595,515</u>	<u>\$ 37,006,222</u>

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA**

**Combining Statement of Changes in Fiduciary Net Position  
Custodial Funds**

For the year ended June 30, 2025

	<b>Jury Cost Fund</b>	<b>Advance Deposit Fund</b>	<b>Registry of Court Fund</b>	<b>Court Reporter Fund</b>	<b>Custodial Funds Total</b>
<b>ADDITIONS:</b>					
Suits and successions	\$ 371,040	\$ 6,005,255	\$ 4,574,681	\$ 450,923	\$ 11,401,899
Bonds & liens	-	-	15,319	-	15,319
Investment income	146,994	-	539,384	27,203	713,581
Total additions	<u>518,034</u>	<u>6,005,255</u>	<u>5,129,384</u>	<u>478,126</u>	<u>12,130,799</u>
<b>REDUCTIONS</b>					
Clerk's costs	71,255	3,174,572	-	31,565	3,277,392
Court reporter costs	-	450,923	-	-	450,923
Judge's Compensation Fund	-	184,940	-	-	184,940
Judicial Court Expense Fund	-	82,605	-	-	82,605
Settlements and refunds	151,978	1,802,416	3,428,123	-	5,382,517
Court professional fees	-	77,207	-	463,515	540,722
Battered women's fund	-	8,462	-	-	8,462
Pro bono projects	-	16,964	-	-	16,964
Summons Fee	147,000	-	-	-	147,000
Sheriffs' fees	14,210	666,457	-	-	680,667
Secretary of State	-	26,275	-	-	26,275
Court of Appeals	-	7,613	-	-	7,613
Other reductions	15,947	31,540	-	23,876	71,363
Total reductions	<u>400,390</u>	<u>6,529,974</u>	<u>3,428,123</u>	<u>518,956</u>	<u>10,877,443</u>
<b>Net increase in fiduciary net position</b>	117,644	(524,719)	1,701,261	(40,830)	1,253,356
<b>Net position- beginning</b>	3,275,605	4,239,738	27,601,178	636,345	35,752,866
<b>Net position - ending</b>	<u>\$ 3,393,249</u>	<u>\$ 3,715,019</u>	<u>\$ 29,302,439</u>	<u>\$ 595,515</u>	<u>\$ 37,006,222</u>

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
 Shreveport, Louisiana

**Schedule of Compensation, Benefits and Other Payments  
 to Agency Head or Chief Executive Officer**  
 For the year ended June 30, 2025

**Mike Spence, Clerk of Court**

Purpose:

Salary	\$	193,343
Benefits- insurance		27,187
Benefits- retirement		40,243
Benefits- deferred compensation		-
Benefits- other		-
Vehicle provided by government		28,476
Per diem		200
Reimbursements		750
Travel		-
Registration fees		-
Conferences and seminars		-
Continuing professional education fees		-
Cell phone		-
Unvouchered expenses		-
Special meals		-

Supplementary information.  
 See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
**Justice System Funding Schedule - Receiving Entity**  
**As Required by Act 87 of the 2020 Regular Legislative Session**

<b>Cash Basis Presentation</b>	<b>1st 6 month period ended 12/31/2024</b>	<b>2nd 6 month period ended 06/30/2025</b>
<b>10. Receipts From:</b>		
<i>CADDO PARISH COMMISSION, CIVIL FEES</i>	1,330	1,395
<i>CADDO PARISH SHERIFF, CRIMINAL COURT COSTS/FEES</i>	38,622	47,747
<i>CADDO PARISH DISTRICT ATTORNEY, BOND FEES</i>	6,509	3,790
<b>Subtotal Receipts</b>	46,461	52,932
<b>11. Ending Balance of Amounts Assessed but Not Received</b>	-	7,900

Supplementary information. See the accompanying independent auditor's report.

**CADDO PARISH CLERK OF COURT**  
**Justice System Funding Schedule - Collecting/Disbursing Entity**  
**As Required by Act 87 of the 2020 Regular Legislative Session**

<b>Cash Basis Presentation</b>	<b>1st 6 month period ended 12/31/2024</b>	<b>2nd 6 month period ended 06/30/2025</b>
<b>1. Beginning Cash Balance</b>	<b>\$ 8,144,063</b>	<b>\$ 7,965,519</b>
<b>2. Collections</b>		
Civil Fees	2,743,439	3,319,168
Bond Fees	15,615	111,614
Criminal Court Costs/Fees	42,881	47,768
Service Fees	125,249	143,108
Interest Earnings on Collected Balances	367,557	299,849
Other	186,233	184,581
<b>Total Collected</b>	<b>3,480,974</b>	<b>4,106,088</b>
<b>3. Deductions: Collections Retained by the Caddo Clerk</b>		
Collection Fee for Collecting/Disbursing Based on % of Collection	15,424	16,150
Other Amounts "Self-Disbursed"		
Civil Fees	1,486,489	1,733,243
Criminal Court Costs/Fees	42,881	47,768
Interest Earnings on Collected Balances	314,520	264,228
Other	186,233	184,581
<b>Total Collections Retained by the Caddo Clerk</b>	<b>2,045,547</b>	<b>2,245,970</b>
<b>4. Deductions: Amounts Disbursed to Individuals and Entities, Excluding Governments and Nonprofits</b>		
Collection/Processing Fees Paid to Third Party Entities	125,249	143,108
Civil Fee Refunds	773,136	1,013,555
Bond Refunds	1,725	14,000
<b>Total Amounts Disbursed to Individuals and Entities, Excluding Governments and Nonprofits</b>	<b>900,110</b>	<b>1,170,663</b>
<b>5. Deductions: Total Disbursements to Other Governments &amp; Nonprofits</b>	<b>713,861</b>	<b>846,690</b>
<b>6. Total Amounts Disbursed/Retained</b>	<b>3,659,518</b>	<b>4,263,323</b>
<b>7. Ending Cash Balance</b>	<b>\$ 7,965,519</b>	<b>\$ 7,808,284</b>
<b>8. Ending Balance of "Partial Payments" Collected but not Disbursed</b>	-	-
<b>9. Other Information</b>		
Ending Balance of Amounts Assessed but Not Collected	-	-

Supplementary information. See the accompanying independent auditor's report.

**OTHER REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
AND THE LOUISIANA GOVERNMENTAL AUDIT GUIDE**

The following independent auditor's report on internal control over financial reporting and on compliance and other matters is presented in compliance with requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



## Dees Gardner, Certified Public Accountants, LLC

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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

The Honorable Mike Spence  
Caddo Parish Clerk of Court  
Shreveport, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Caddo Parish Clerk of Court, Shreveport, Louisiana (the Clerk), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements, and have issued our report thereon dated November 29, 2025.

#### Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Clerk's internal control over financial reporting (internal control) as a basis for designing 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 Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Clerk'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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2025-01 that we consider to be a material weakness.

#### Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Clerk'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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose instances of noncompliance that are required to be reported under *Government Auditing Standards*.

## **The Clerk's Responses to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Clerk's responses to the findings identified in our audit and described in the accompanying management response to audit findings. The Clerk's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **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 Clerk's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record, and its distribution is not limited. Under Louisiana Revised Statute 21:513, this report is distributed by the Louisiana Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

*Dees Gardner, Certified Public Accountants, LLC*

Mansfield, Louisiana  
November 29, 2025

**CADDO PARISH CLERK OF COURT**  
SHREVEPORT, LOUISIANA  
**Schedule of Findings**  
For the Year Ended June 30, 2025

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**Part I. Summary of Auditor's Results**

INDEPENDENT AUDITOR'S REPORT:

We have audited the basic financial statements of the Caddo Parish Clerk of Court as of and for the year ended June 30, 2025, and have issued our report thereon dated November 29, 2025. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*. Our audit of the financial statements as of June 30, 2025, resulted in an unmodified opinion.

REPORT ON COMPLIANCE AND INTERNAL CONTROL OVER THE FINANCIAL REPORTING:

Internal Control

Significant Deficiency	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Material Weaknesses	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Compliance

Compliance Material to Financial Statements	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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A management letter was not issued.

FEDERAL AWARDS: Not applicable

**Part II. Findings relating to the Financial Statements which are required to be Reported under *Government Auditing Standards*.**

**FINDINGS RELATED TO INTERNAL CONTROL**

**2025-01. Inadequate Software and Reporting Capabilities over Significant Account Class**

*Criteria:* Adequate accounting software and systems should be accurate, complete, and reliable to ensure proper financial reporting. Effective internal controls require proper planning, implementation, and training for significant system changes, including software upgrades.

*Condition:* The Clerk adopted a new accounting software module for the accounts receivable function during the year ending June 30, 2024. For the Clerk, all general fund revenues run through accounts receivable. In this new accounts receivable module, the Clerk cannot provide documentation that reconciles general ledger balances to accounts receivable system reports.

*Cause:* Staff either received insufficient training on the new software's functionality and processes or the software is not functioning as intended.

*Effect:* Having general ledger balances for significant accounts that can't be reconciled increases the risk of material misstatements in the financial statements. This also increases the potential for undetected fraud or errors.

*Recommendations:* A detailed implementation plan, including thorough testing, data migration strategies, and parallel processing, should be required for any significant planned update or change to accounting software. The Clerk should ensure that all appropriate staff receive comprehensive training on any new software before implementation. A dedicated project manager should be assigned to oversee all software implementations. Full implementation should not occur until completion of the software has been tested and verified

*Management's response:* Management agrees with the finding and will take steps to address the issue.

**CADDO PARISH CLERK OF COURT**

SHREVEPORT, LOUISIANA

**Schedule of Findings**

For the Year Ended June 30, 2025

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**FINDINGS RELATED TO COMPLIANCE**

None.

**CADDO PARISH CLERK OF COURT  
SHREVEPORT, LOUISIANA  
Schedule of Prior Year Findings  
For the Year Ended June 30, 2025**

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**FINDINGS RELATED TO COMPLIANCE**

None

**FINDINGS RELATED TO INTERNAL CONTROL**

None