

**CALDWELL PARISH CLERK OF COURT
COLUMBIA, LOUISIANA**

**ANNUAL FINANCIAL REPORT
JUNE 30, 2025**

Caldwell Parish Clerk of Court
Columbia, Louisiana

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Caldwell Parish Clerk of Court
Columbia, Louisiana

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Caldwell Parish Clerk of Court

P. O. Box 1327
Columbia, LA 71418

MANAGEMENT'S DISCUSSION AND ANALYSIS for the Year Ended June 30, 2025

The Management's Discussion and Analysis of the Caldwell Parish Clerk of Court's financial performance presents a narrative overview and analysis of the Clerk of Court's financial activities for the year ended June 30, 2025. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the additional information contained in the Clerk of Court's financial statements, which begin on page 10.

Financial Highlights

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the Clerk as a whole and present a longer-term view of the Clerk of Court's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending.

- 1) The Caldwell Parish Clerk of Court had cash and investments of \$507,748 at June 30, 2025, which represents a decrease of \$27,323 from the prior year.
- 2) The Caldwell Parish Clerk of Court had accounts receivable of \$3,123 at June 30, 2025, which represents an increase of \$1,127 from the prior year.
- 3) The Caldwell Parish Clerk of Court had accounts payable and accruals of \$13,609 at June 30, 2025, which represents an increase of \$1,784 from the prior year.
- 4) The Caldwell Parish Clerk of Court had total revenues of \$677,272 for the year ended June 30, 2025, which represents an increase of \$49,210 from the prior year.
- 5) The Caldwell Parish Clerk of Court had personnel services expense of \$431,830 for the year ended June 30, 2025, which represents an increase of \$30,004 from the prior year.
- 6) The Caldwell Parish Clerk of Court had operating services expense of \$158,451 for the year ended June 30, 2025, which represents a decrease of \$22,341 from the prior year.
- 7) The Caldwell Parish Clerk of Court had supplies expense of \$19,751 for the year ended June 30, 2025, which represents a decrease of \$2,031 from the prior year.

Overview of the Financial Statements

The following illustrates the minimum requirements for the Caldwell Parish Clerk of Court as established by Governmental Accounting Standards Board Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*.

Management's Discussion and Analysis Basic Financial Statements Required Supplementary Information (Other than MD&A)

These financial statements consist of three sections - Management's Discussion and Analysis (this section), the basic financial statements (including the notes to the financial statements), and required supplementary information.

Basic Financial Statements

This annual report consists of a series of financial statements. The Statement of Net Position (on page 11) and the Statement of Activities (on page 12) provide information about the activities of the Caldwell Parish Clerk of Court as a whole and present a longer-term view of the Clerk of Court's finances. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. The Statement of Net Position and the Statement of Activities report the Clerk of Court's net position and changes in it.

Fund financial statements start on page 14. All of the Clerk of Court's basic services are reported in governmental funds, which focus on how money flows into and out of funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted into cash. The governmental fund statements provide a detailed short term view of the Clerk of Court's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk of Court's activities as well as what remains for future spending.

A summary of the basic government-wide financial statements is as follows:

Summary of the Statement of Net Position

	<u>2025</u>	<u>2024</u>
ASSETS:		
Current and Other Assets	\$ 510,871	\$ 537,067
Capital Assets, Net	30,147	19,257
Subscription-Based Assets, Net	10,354	20,707
Right of Use Assets, Net	15,980	-
Total Assets	<u>\$ 567,352</u>	<u>\$ 577,031</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 89,144</u>	<u>\$ 149,374</u>
LIABILITIES:		
Accounts Payables & Accruals	\$ 27,518	\$ 21,857
Long-Term Portion of Capital Leases	13,014	10,674
Other Post-Employment Benefits	235,030	220,036
Net Pension Liability	344,910	462,621
Total Liabilities	<u>\$ 620,472</u>	<u>\$ 715,188</u>
DEFERRED INFLOWS OF RESOURCES	<u>\$ 340,458</u>	<u>\$ 371,833</u>
NET POSITION:		
Net Investment in Capital Assets	\$ 29,558	\$ 19,257
Unrestricted	<u>(333,992)</u>	<u>(379,873)</u>
Total Net Position	<u>\$ (304,434)</u>	<u>\$ (360,616)</u>

Net position of the Clerk of Court increased by \$56,182 or 15.58% from the previous fiscal year.

Summary of the Statement of Activities

	<u>2025</u>	<u>2024</u>
REVENUES:		
Charges for Services	\$ 544,700	\$ 558,422
Operating Grants & Contributions	62,235	29,550
Capital Grants & Contributions	38,304	-
General Revenues	<u>32,033</u>	<u>40,090</u>
Total Revenues	<u>\$ 677,272</u>	<u>\$ 628,062</u>
EXPENSES:		
Expenses	<u>621,090</u>	<u>603,958</u>
Change in Net Position	<u>\$ 56,182</u>	<u>\$ 24,104</u>

The Clerk of Court's total revenues increased by \$49,210 or 7.84% from the previous fiscal year. The total cost of all programs and services increased by \$17,132 or 2.84%.

Capital Assets and Debt Administration

Capital Assets

At June 30, 2025, the Caldwell Parish Clerk of Court had \$56,481, net of depreciation, and amortization, invested in a broad range of capital assets, subscription-based information technology assets and right of use assets (see table below). This amount represents a net increase (including additions and deductions) of \$16,517 or 41.33% from the previous year.

Capital Assets at Year End (Net of Depreciation/Amortization)

	<u>2025</u>	<u>2024</u>
Furniture, Fixtures and Equipment	\$30,147	\$19,257
Subscription-Based Assets	10,354	20,707
Right of Use Assets	<u>15,980</u>	<u>0</u>
Total Capital Assets	<u>\$56,481</u>	<u>\$39,964</u>

This year there were \$36,663 in additions.

Debt

The Caldwell Parish Clerk of Court had \$26,923 in Capital Lease Debt, \$235,030 in other post-employment benefits and \$344,910 in net pension liability outstanding at year end. This represents differences of \$6,216, \$14,994 and \$(117,711), respectively, as compared to the previous year.

Variations between Final Budgets and Actual Amounts

Actual revenues and other sources were \$89,944 more than budgeted amounts and the expenditures were \$27,169 less than budgeted amounts for the General Fund. An amendment was made to the general fund budget during the year and actual revenues and expenditures were within the allowed variance.

Actual revenues were \$17,879 more than budgeted amounts and the expenditures and other uses were \$88,552 less than budgeted amounts for the Advance Deposit Fund. An amendment was made to the advance deposit fund budget during the year and actual revenues and expenditures were within the allowed variance.

Economic Factors and Next Year's Budget

The Caldwell Parish Clerk of Court's elected official considered the following factors and indicators when setting next year's budget, rates and fees. These factors and indicators include:

1. Fees
2. Interest income
3. Miscellaneous revenues
4. Personnel costs
5. Other costs

The Caldwell Parish Clerk of Court does not expect any significant changes in next year's results as compared to the current year.

Contacting the Caldwell Parish Clerk of Court

This financial report is designed to provide our citizens and creditors with a general overview of the Caldwell Parish Clerk of Court's finances and to show the Clerk of Court's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the Caldwell Parish Clerk of Court at P. O. Box 1327, Columbia, LA 71418.

T | C | B | T
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INDEPENDENT AUDITORS' REPORT

Honorable Cherie Cox
Caldwell Parish Clerk of Court
P. O. Box 1327
Columbia, LA 71418

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund and fiduciary fund of the Caldwell Parish Clerk of Court (Clerk), a component unit of the Caldwell Parish Police Jury, 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 financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major funds and fiduciary fund of the Clerk as of June 30, 2025, and the respective changes in financial position 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 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 related 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, and for 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 statements date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities 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 opinion. 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 generally accepted auditing standards 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 generally accepted auditing standards 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 Management's Discussion and Analysis on pages 1 through 5 and Budgetary Comparison Schedules, Schedule of Employer's Share of Net Pension Liability, Schedule of Employer's Contributions, Schedule of Changes in Net OPEB Liability and Related Ratios, and Reporting Fraud and Misappropriations on pages 40 through 46 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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 Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer and Justice System Funding Schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such supplementary 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 auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer and Justice System Funding Schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 5, 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 to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk's internal control over financial reporting and compliance.

Thomas, Cunningham, Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier, CPA's
Natchitoches, Louisiana

November 5, 2025

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE
FINANCIAL STATEMENTS

Caldwell Parish Clerk of Court
Statement of Net Position
June 30, 2025

	Governmental Activities
ASSETS:	
Current Assets:	
Cash & Cash Equivalents	\$ 507,748
Revenue Receivable	3,123
Total Current Assets	\$ 510,871
Noncurrent Assets:	
Capital Assets, Net	\$ 30,147
Subscription-Based Assets, Net	10,354
Right of Use Assets, Net	15,980
Total Noncurrent Assets	\$ 56,481
Total Assets	\$ 567,352
DEFERRED OUTFLOWS OF RESOURCES	
Pension	\$ 64,515
OPEB	24,629
Total Deferred Outflows of Resources	\$ 89,144
LIABILITIES:	
Current Liabilities-	
Accounts Payable & Accruals	\$ 13,609
Current Portion of Capital Leases	13,909
Total Current Liabilities	\$ 27,518
Noncurrent Liabilities	
Long-Term Portion of Capital Leases	\$ 13,014
Other Post-Employment Benefits	235,030
Net Pension Liability	344,910
Total Noncurrent Liabilities	\$ 592,954
Total Liabilities	\$ 620,472
DEFERRED INFLOWS OF RESOURCES	
Pension	\$ 59,170
OPEB	281,288
Total Deferred Outflows of Resources	\$ 340,458
NET POSITION:	
Net Investment in Capital Assets	\$ 29,558
Unrestricted	(333,992)
Total Net Position	\$ (304,434)

See independent auditors' report and notes to the financial statements.

Caldwell Parish Clerk of Court
Statement of Activities
June 30, 2025

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Fees and Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities:					
Judicial	\$ 621,090	\$ 544,700	\$ 62,235	\$ 38,304	\$ 24,149
			General Revenues:		
			Interest	\$ 3,237	
			Miscellaneous	47	
			Non-Employer Pension Revenue	<u>28,749</u>	
			Total General Revenues	<u>\$ 32,033</u>	
			Change in Net Position	\$ 56,182	
			Net Position June 30, 2024	<u>(360,616)</u>	
			Net Position June 30, 2025	<u>\$ (304,434)</u>	

FUND FINANCIAL STATEMENTS

Caldwell Parish Clerk of Court
Balance Sheet - Governmental Funds
June 30, 2025

	Major Funds		Total
	General Fund	Advance Deposit Fund	
ASSETS:			
Cash & Cash Equivalents	\$ 173,010	\$ 334,738	\$ 507,748
Receivables	3,123	-	3,123
Due from Other Funds	<u>1,763</u>	<u>-</u>	<u>1,763</u>
Total Assets	<u>\$ 177,896</u>	<u>\$ 334,738</u>	<u>\$ 512,634</u>
LIABILITIES:			
Accounts Payable & Payroll Liabilities	\$ 13,609	\$ -	\$ 13,609
Due to Other Funds	<u>-</u>	<u>1,763</u>	<u>1,763</u>
Total Liabilities	<u>\$ 13,609</u>	<u>\$ 1,763</u>	<u>\$ 15,372</u>
FUND BALANCE:			
Restricted:			
Special Purposes	\$ -	\$ 332,975	\$ 332,975
Unassigned	<u>164,287</u>	<u>-</u>	<u>164,287</u>
Total Fund Balance	<u>\$ 164,287</u>	<u>\$ 332,975</u>	<u>\$ 497,262</u>
Total Liabilities and Fund Balance	<u>\$ 177,896</u>	<u>\$ 334,738</u>	<u>\$ 512,634</u>

Caldwell Parish Clerk of Court
 Reconciliation of Governmental Funds
 Balance Sheet to the Statement of Net Position
 June 30, 2025

Total Fund Balance for the Governmental Fund at June 30, 2025 \$ 497,262

Total Net Position reported for Governmental Activities in the
 Statement of Net Position is different because:

The following used in Governmental Activities are not financial
 resources. Therefore, they are not reported in the fund:

Furniture, Fixtures & Equipment	138,979
Less, Accumulated Depreciation	(108,832)
Subscription-Based Assets	20,707
Right of Use Assets	18,644
Less, Accumulated Amortization	(13,017)
Deferred Outflows of Resources	89,144

The following are not due and payable in the current period.
 Therefore, they are not reported in the Governmental Fund
 Balance Sheet:

Lease Liabilities	(26,923)
Other Post-Employment Benefits	(235,030)
Net Pension Liabilities	(344,910)
Deferred Inflows of Resources	<u>(340,458)</u>

Total Net Position of Governmental Activities at June 30, 2025 \$ (304,434)

Caldwell Parish Clerk of Court
Statement of Revenues, Expenditures, and Changes in Fund Balances-
Governmental Funds
June 30, 2025

	Major Funds		Total
	General Fund	Advance Deposit Fund	
REVENUES:			
Licenses & Permits	\$ 2,145	\$ -	\$ 2,145
Charges for Services-			
Court Costs, Fees & Charges	81,116	266,262	347,378
Recording Fees	168,431	-	168,431
Photocopying Fees	26,746	-	26,746
Intergovernmental-			
Federal Grant	52,586	-	52,586
State Grant	36,990	-	36,990
Local Grant	10,963	-	10,963
Miscellaneous			
Interest	1,620	1,617	3,237
Miscellaneous	47	-	47
Total Revenues	<u>\$ 380,644</u>	<u>\$ 267,879</u>	<u>\$ 648,523</u>
EXPENDITURES:			
Judicial-			
Current-			
Personnel Services	\$ 431,830	\$ -	\$ 431,830
Operating Services	56,134	102,317	158,451
Operating Supplies	19,751	-	19,751
Other Charges	34,385	-	34,385
Debt Service	14,068	-	14,068
Capital Expenditures	36,663	-	36,663
Total Expenditures	<u>\$ 592,831</u>	<u>\$ 102,317</u>	<u>\$ 695,148</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ (212,187)</u>	<u>\$ 165,562</u>	<u>\$ (46,625)</u>
OTHER FINANCING SOURCES (USES)			
Right of Use Asset Debt Proceeds	\$ 18,644	\$ -	\$ 18,644
Operating Transfers In	169,131	-	169,131
Operating Transfers Out	-	(169,131)	(169,131)
Total Other Financing Sources (Uses)	<u>\$ 187,775</u>	<u>\$ (169,131)</u>	<u>\$ 18,644</u>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	<u>\$ (24,412)</u>	<u>\$ (3,569)</u>	<u>\$ (27,981)</u>
Fund Balance-Beginning of Year	<u>188,699</u>	<u>336,544</u>	<u>525,243</u>
Fund Balance-End of Year	<u>\$ 164,287</u>	<u>\$ 332,975</u>	<u>\$ 497,262</u>

See independent auditors' report and notes to the financial statements.

Caldwell Parish Clerk of Court
 Reconciliation of the Statement of Revenues, Expenditures,
 and Changes in Fund Balances of the Governmental Funds
 to the Statement of Activities
 June 30, 2025

Net Change in Fund Balances-Total Governmental Funds \$ (27,981)

Amounts reported for Governmental Activities in the Statement of Activities are different because Governmental Funds report Capital Outlays as expenditures. However, in the Statement of Activities, the costs of these assets are allocated over their estimated useful lives as depreciation expense. The current year amounts for these items were:

Costs of Capital Assets	18,019
Depreciation Expense	(7,129)
Costs of Right of Use Assets	18,644
Amortization Expense	(13,017)

Some revenues reported in the Statement of Activities do not provide current financial resources and these are not reported in governmental funds. Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore are not reported as expenditures in the governmental funds. These timing differences are summarized below:

Non-Employer Pension Revenue	28,749
Right of Use Debt Proceeds	(18,644)
Capital Lease Payments	12,428
Other Post-Employment Benefits	56,733
Pension Expense	<u>(11,620)</u>

Total Change in Net Position at June 30, 2025, per Statement of Activities \$ 56,182

Statement of Net Position
Statement of Fiduciary Net Position
June 30, 2025

	<u>Registry of Court Fund</u>
ASSETS	
Cash	<u>\$ 183,366</u>
LIABILITIES	
Due to Others	<u>\$ 183,366</u>

See independent auditors' report and notes to the financial statements.

Statement of Net Position
Statement of Changes in Fiduciary Net Position
June 30, 2025

	<u>Registry of</u> <u>Court Fund</u>
ADDITIONS:	
Interest Income	\$ 203
DEDUCTIONS:	
Settlements to Litigants	<u>37,368</u>
Changes in Liabilities	\$ (37,165)
Liabilities - Beginning	<u>220,531</u>
Liabilities - Ending	<u>\$ 183,366</u>

NOTES TO FINANCIAL STATEMENTS

Caldwell Parish Clerk of Court
Notes to Financial Statements
June 30, 2025

Introduction:

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

1. Summary of Significant Accounting Policies:

A. BASIS OF PRESENTATION-

The accompanying financial statements of the Caldwell Parish Clerk of Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, issued in June 1999.

B. REPORTING ENTITY-

As the governing authority of the parish, for reporting purposes, the Caldwell Parish Police Jury is the financial reporting entity for Caldwell Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) other organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Caldwell Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

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

Caldwell Parish Clerk of Court
Notes to Financial Statements
June 30, 2025

Because the Caldwell Parish Police Jury provides office facilities for the Clerk of Court, the Clerk of Court was determined to be fiscally dependent on the Police Jury and accordingly is considered to be a component unit of the Caldwell Parish Police Jury, the financial reporting entity. The accompanying basic financial statements present information only on the funds maintained by the Clerk of Court and do not present information on the Caldwell Parish Police Jury, the general government services provided by that governmental unit or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING-

The Caldwell Parish Clerk of Court uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Clerk of Court functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. Funds of the Clerk of Court are classified into two categories: governmental and fiduciary. An emphasis is placed on major funds, and the General Fund is considered to be a major fund.

Governmental Funds

Governmental funds account for the Clerk of Court's general activities, including the collection and disbursement of specific or legally restricted monies, and the acquisition of general fixed assets. Governmental funds of the District Attorney include:

General Fund

The General Fund (Salary Fund), as provided by Louisiana Revised Statute 13:781, is the principal fund of the Caldwell Parish Clerk of Court and accounts for the operations of the Clerk of Court's office. The various fees and charges due to the Clerk of Court's office are accounted for in this fund.

Special Revenue Fund - Advance Deposit

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, is used to account for the proceeds of advanced costs received by plaintiffs in ordinary suits. The advanced costs shall be disbursed to the clerk's salary fund and to others as their fees accrue.

Fiduciary Fund

The custodial fund, Registry of Court Fund, account for assets held by the clerk as an agent for litigants held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the custodial fund has no measurement focus, but uses the modified accrual basis of accounting.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING-

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the reporting government as a whole. These statements include all the financial activities of the Caldwell Parish Clerk of Court, except for the fiduciary fund which is reported separately.

The government-wide financial statements were prepared using the economic resources measurement focus and the accrual basis of accounting. 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). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

Caldwell Parish Clerk of Court
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Fund Financial Statements

Governmental funds 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 differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

The governmental fund and the custodial funds 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 Caldwell Parish Clerk of Court considers all revenues available if collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental fund uses the following practices in recording revenues and expenditures:

Revenues-

Fees for certified copies, recording legal documents, marriage licenses, and commissions for services are recorded in the year they are earned. Interest income on time deposits is recorded when the time deposits have matured and the income is available. All other revenues are recorded when received.

Expenditures-

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. BUDGETARY ACCOUNTING-

Formal budgetary accounting is employed as a management control. The Caldwell Parish Clerk of Court prepares and adopts a budget each year for its general fund and advance deposit fund in accordance with Louisiana Revised Statutes. The operating budget is prepared based on prior year's revenues and expenditures and the estimated increase therein for the current year, using the modified accrual basis of accounting. The Clerk of Court amends its budget when projected revenues are expected to be less than budgeted revenues by five percent or more and/or projected expenditures are expected to be more than budgeted amounts by five percent or more. The budget for the general fund was amended during this year. All budget appropriations lapse at year end.

F. CASH AND CASH EQUIVALENTS-

Cash - includes not only currency on hand but also demand deposits with banks or other financial institutions and other kinds of accounts that have the general characteristics of demand deposits in that the Clerk may deposit additional funds at any time and also effectively may withdraw funds at any time without prior notice or penalty.

Caldwell Parish Clerk of Court
Notes to Financial Statements
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Cash equivalents - includes all short term, highly liquid investments that are readily convertible to known amounts of cash and are so near their maturity that they present insignificant risk of changes in value because of interest rates. The Clerk's policy is to include time deposits and certificates of deposit in cash equivalents.

G. INVESTMENTS-

Investments are limited by R. S. 33:2955 and the Caldwell Parish Clerk of Court's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

H. RECEIVABLES-

All receivables are reported at their gross value. The Clerk expects to collect all balances due, and no allowance for bad debts is recorded.

I. CAPITAL ASSETS-

Capital assets are carried at historical cost. Depreciation of all exhaustible capital assets used by the Caldwell Parish Clerk of Court is charged as an expense against operations in the Statement of Activities. Capital assets net of accumulated depreciation are reported on the Statement of Net Position. Depreciation is computed using the straight line method over the estimated useful life of the assets, generally 5 to 15 years for moveable property. Expenditures for maintenance, repairs and minor renewals are charged to expenditures as incurred. Major expenditures for renewals and betterments are capitalized. The Clerk maintains a threshold level of \$500 or more for capitalizing assets.

J. COMPENSATED ABSENCES-

Full-time employees of the Caldwell Parish Clerk of Court earn vacation and sick leave each year as follows:

<u>Period of Continuous Service</u>	<u>Vacation Days</u>	<u>Sick Days</u>
Up to 6 Months	5	
6 Months to 10 Years	10	
Greater than 10 Years	15	
Per Fiscal Year		10

Vacation and sick leave days are not cumulative and must be used during the period earned. Although the fiscal year ends on June 30th, these amounts are not accrued as they are deemed immaterial. Accordingly, the Caldwell Parish Clerk of Court has no accumulated and vested benefits related to vacation leave or sick leave. The cost of leave privileges is recognized as a current expenditure in the General Fund when leave is actually taken.

Caldwell Parish Clerk of Court
Notes to Financial Statements
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K. PENSIONS-

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 the Louisiana Clerks' of Court Retirement and Relief Fund (System) and additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

L. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES-

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

M. 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 disclosures 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. EQUITY CLASSIFICATIONS-

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

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net resources with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net resources that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, the Clerk of Court applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by the Clerk of Court at the incurrence of the expense.

Caldwell Parish Clerk of Court
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In the fund statements, governmental fund equity is classified as fund balance. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The General Fund has an unassigned fund balance of \$164,287. If applicable, the Clerk of Court would typically use restricted fund balances first, followed by committed resources and 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.

2. Cash and Cash Equivalents and Related Credit Risk:

The cash and cash equivalents of the Clerk of Court are subject to the following risk:

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Clerk of Court will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed 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 of Court 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 of Court's name.

For reporting purposes, deposits with financial institutions include savings, demand deposits, time deposits, and certificates of deposit. The Clerk of Court may invest in time certificates of deposit of state banks organized under the laws of Louisiana, national banks having their principal office in the state of Louisiana, in savings accounts or shares of savings and loan associations and savings banks and in share accounts and share certificate accounts of federally or state chartered credit unions.

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At June 30, 2025, the Clerk of Court had cash and cash equivalents (book balances) totaling \$691,114 as follows:

Demand Deposits	\$ 42,127
Interest-bearing Demand Deposits	288,347
Time Deposits	<u>360,640</u>
Total	<u>\$691,114</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. 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.

At June 30, 2025, the Clerk of Court has \$714,863 in collected bank balances. These deposits are secured from credit risk as follows:

Collected Bank Balances	\$ 714,863
FDIC Insurance	(250,000)
Pledged Securities	<u>(464,863)</u>
Balance Subject to Credit Risk	<u>\$ 0</u>

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

3. Receivables:

The following is a summary of receivables at June 30, 2025:

<u>Class of Receivable</u>	<u>Total</u>
Charges for Services	<u>\$3,123</u>

4. Interfund Transactions:

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of the governmental funds. The transfer of funds are used to move excess revenues for the use of governmental services.

The following is a summary of transfers at June 30, 2025:

	<u>Operating Transfer In</u>	<u>Operating Transfer Out</u>
General Fund	\$169,131	\$ 0
Special Revenues Fund-Advance Deposit	<u>0</u>	<u>169,131</u>
Total	<u>\$169,131</u>	<u>\$169,131</u>

Caldwell Parish Clerk of Court
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5. Leases:

In October 2024, the Clerk of Court entered into a lease agreements with Ubeo, for five copy machines with a sixty-three month lease term.

The total of the Clerk's lease assets are recorded at a cost of \$18,644, less accumulated amortization of \$2,663.

The future lease payments under the lease agreement is as follows:

<u>Year Ending December 31</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2026	\$ 3,235	\$ 905	\$ 4,140
2027	3,439	701	4,140
2028	3,655	485	4,140
2029	3,886	254	4,140
2030	<u>2,034</u>	<u>36</u>	<u>2,070</u>
Total	<u>\$16,249</u>	<u>\$2,381</u>	<u>\$18,630</u>

6. Subscription-Based Information Technology Arrangements:

In June 2024, the Clerk of Court entered into a subscription-based information technology arrangement (SBITA) involving technology support services software with a two-year term.

The total of the Clerk's subscription assets are recorded at a cost of \$20,707 less accumulated amortization of \$10,353.

The future subscription payments under SBITA agreement is as follows:

<u>Year Ending December 31</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2026	<u>\$10,674</u>	\$ <u>571</u>	<u>\$11,245</u>

7. Long-Term Debt:

The following is a summary of changes in long-term debt for the year ended June 30, 2025:

	<u>Balance 06-30-24</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 06-30-25</u>
Capital Leases	\$ 10,674	\$18,644	\$ 16,304	\$ 13,014
Net Pension Liability	462,621	0	227,591	235,030
Other Post-Employment Benefits	<u>220,036</u>	<u>124,874</u>	<u>0</u>	<u>344,910</u>
Total	<u>\$693,331</u>	<u>\$143,518</u>	<u>\$243,895</u>	<u>\$592,954</u>

Caldwell Parish Clerk of Court
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8. Capital Assets:

Capital right-of-use and subscription-based information technology asset balances and activity for the year ended June 30, 2025, is as follows:

	<u>Balance</u> <u>07-01-24</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>06-30-25</u>
Capital Assets-				
Furniture, fixtures, and equipment	\$ 120,960	\$ 18,019	\$0	\$ 138,979
Less, accumulated depreciation	<u>(101,703)</u>	<u>(7,129)</u>	<u>0</u>	<u>(108,832)</u>
Total Capital Assets, net	\$ <u>19,257</u>	\$ <u>10,890</u>	\$0	\$ <u>30,147</u>
Right-of-Use Assets				
Furniture, fixtures, and equipment	\$ 0	\$ 18,644	\$0	\$ 18,644
Less, accumulated amortization	<u>(0)</u>	<u>(2,664)</u>	<u>0</u>	<u>(2,664)</u>
Total Right-of-Use Assets, net	\$ <u>0</u>	\$ <u>15,980</u>	\$0	\$ <u>15,980</u>
Subscription-Based Information Technology Arrangement Assets				
Equipment	\$ 20,707	\$ 0	\$0	\$ 20,707
Less, accumulated amortization	<u>(0)</u>	<u>(10,353)</u>	<u>0</u>	<u>(10,353)</u>
Total Subscription-Based Information Technology Arrangement Assets, net	\$ <u>20,707</u>	\$ <u>(10,353)</u>	\$0	\$ <u>10,354</u>
Net Governmental Activities Capital Assets	\$ <u>39,964</u>	\$ <u>16,517</u>	\$0	\$ <u>56,481</u>

Depreciation expense of \$7,129 and amortization expense of \$13,017 was charged to the judicial function.

9. Accounts Payable and Accruals:

The following is a summary of accounts payable at June 30, 2025:

<u>Class of Payable</u>	<u>Total</u>
Payroll Related Accruals	\$ 8,971
Vendor	<u>4,638</u>
Total	<u>\$13,609</u>

10. Pension Plan:*Plan Description*

The Clerk of Court contributes to The Louisiana Clerks' of Court Retirement and Relief Fund (Fund) is a cost-sharing multiple employer defined benefit pension plan established in accordance with Louisiana Revised Statute 11:1501 to provide regular, disability, and survivor benefits for clerks of court, their deputies and other employees, and the beneficiaries of such clerks of court, their deputies, and other employees. Substantially all employees of the Caldwell Parish Clerk of Court are members of the Fund. The Fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund, which can be obtained at www.la.la.org.

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The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement Benefits

A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of fifty-five years, or age sixty if hired on or after January 1, 2011, and terminating employment. Regular retirement benefits, payable monthly for life, is equal to 3% of the member's monthly average final compensation multiplied by the number of years of credited service, not to exceed one hundred percent of the monthly average final compensation. The retirement benefit accrual rate is increased to 3 1/3% for all service credit accrued after June 30, 1999, for members hired prior to January 1, 2011. For those members hired before July 1, 2006 and who retire prior to January 1, 2011, monthly average final compensation is based on the highest compensated thirty-six consecutive months, with a limit increase of 10% in each of the last three years of measurement. For those members hired on or after July 1, 2006, monthly average final compensation is based on the highest compensated sixty consecutive months with a limit increase of 10% increase in each of the last five years of measurement. For those members who were employed prior to July 1, 2006 and who retire after December 31, 2010, the period of final average compensation is thirty-six months plus the number of whole months elapsed since January 1, 2011, not to exceed sixty months.

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 ten 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

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

Caldwell Parish Clerk of Court
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Deferred Retirement Option Plan

In lieu of terminating employment and accepting a service retirement allowance, any member of the Fund who is eligible for a service retirement allowance may elect to participate in the Deferred Retirement Option Plan (DROP) for up to thirty-six months and defer the receipt of benefits. Upon commencement of participation in the plan, active membership in the Fund terminates and the participant's contributions ceases; however, employer contributions continue. Compensation and creditable service remain as they existed on the effective date of commencement of participation in the plan. The monthly retirement benefits that would have been payable, had the member elected to cease employment and receive a service retirement allowance, are paid into the Deferred Retirement Option Plan account. Upon termination of employment at the end of the specified period of participation, a participant in the program may receive, at his option, a lump sum payment from the DROP account equal to the payments to the account or a true annuity bases 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 earning are based on the actual rate of return on funds in such account. Interest accruals cease upon termination of employment.

Upon termination, the member receives a lump sum payment from the DROP fund equal to the payments made to that fund on his behalf or a true annuity based on his account (subject to approval by the Board of Trustees). The monthly benefit payments that were being paid into the DROP fund are paid to the retiree and an additional benefit based on his additional service rendered since termination of DROP participation is calculated using the normal method of benefit computation. 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 thirty-six months. Effective January 1, 2011, the average compensation for members whose additional service is less than thirty-six 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 thirty-six 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.

Cost-of-Living Adjustments

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

Caldwell Parish Clerk of Court
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In order to grant any cost-of-living increase, the Fund must meet criteria as detailed in the Louisiana statutes related to funding status. In lieu of granting a cost-of-living increase as described above, Louisiana statutes allow the board to grant a cost-of-living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost-of-living amount which cannot exceed \$1.

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%.

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 year ended June 30, 2025 was \$28,749.

The Clerk of Court's contractually required composite contribution rate for the year ended June 30, 2025 was 23% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the Clerk of Court were \$55,694 for the year ended June 30, 2025. The Clerk of Court has elected under state statute to pay both the employer and the employee contributions to the retirement system. Due to this election, the Clerk of Court contributed an additional \$19,977 on behalf of the employees for the year.

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

For the years ending June 30, 2025, and 2024 the Clerk of Court reported a liability of \$344,910 and \$462,621, respectively, for its proportionate share of the Net Pension Liability. 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 of Court's proportion of the Net Pension Liability was based on a projection of the Clerk of Court's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. For the years ending June 30, 2025, and 2024 the Clerk of Court's proportion was .20730% and .21505%, respectively, which was an increase of .00775% from its proportion measured as of June 30, 2024.

For the years ending June 30, 2025 and 2024, the Clerk of Court recognized pension expense including employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$11,620 and \$36,887, respectively.

Caldwell Parish Clerk of Court
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At June 30, 2025, the Clerk of Court 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	\$ 1,204	\$ 8,736
Changes in assumption	7,592	0
Net difference between projected and actual earnings on pension plan investments	0	28,141
Changes in employer's proportion of beginning net pension liability	0	22,173
Differences between employer contributions and proportionate share of employer contributions	25	120
Subsequent Measurement Contributions	55,694	0
Total	\$64,515	\$59,170

The deferred outflows of resources related to pensions resulting from Caldwell Parish Clerk of Court contributions subsequent to the measurement date in the amount of \$55,694, will be recognized as a reduction of the Net Pension Liabilities in the year of June 30, 2025. Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended June 30:	
2026	\$(23,143)
2027	21,954
2028	(29,366)
2029	(19,794)
Total	\$(50,349)

Actuarial 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.

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

Valuation Date	June 30, 2024
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.55%, net of investment expense
Projected Salary Increases	1-5 years of service - 6.20% 5 years or more - 5.00%
Inflation Rate	2.40%

Caldwell Parish Clerk of Court
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Mortality Rates	Pub- 2010 Public Retirement Plans multiplies by 120% Mortality Table with full generational projection using the Appropriate MP-2019 improvement scale
Expected Remaining Service Lives	2020-2024- 5 years
Cost-of-Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

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 - June 30, 2019, unless otherwise specified. In cases where benefit structures were changes after the experience study period, assumptions were based on future experiences.

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:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Domestic Bonds	30.00%	0.59%
International Bonds		0.22%
Domestic Equity	35.00%	2.62%
International Equity	20.00%	1.70%
Real Estate	15.00%	0.68%
System Total	<u>100.00%</u>	5.81%
Inflation		<u>2.50%</u>
Expected Arithmetic Return		<u>8.31%</u>

Caldwell Parish Clerk of Court
Notes to Financial Statements
June 30, 2025

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 Board of Trustees and 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.

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

The following presents the Clerk of Court's proportionate share of the Net Pension Liability using the discount rate of 6.55%, as well as what the Clerk of Court's proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage-point lower (5.55%) or one percentage-point higher (7.55%) than the current rate:

	1.0% Decrease (5.55%)	Current Discount Rate (6.55%)	1.0% Increase (7.55%)
Employer's proportionate share of net pension liability	\$568,704	\$344,910	\$156,138

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Louisiana Clerks' of Courts Retirement and Relief Fund Annual Financial Report at www.la.la.gov.

Payables to the Pension Plan

These financial statements include a payable to the pension plan of \$6,431, which is the legally required contribution due at June 30, 2025. This amount is recorded in accrued expenses.

11. Other Post-Employment Benefits:

Plan description - The Caldwell Parish Clerk of Court (the Clerk) defined benefit postemployment healthcare plan provides OPEB to eligible retired employees and their beneficiaries. The plan provides OPEB for permanent full-time employees of the Clerk. The Clerk's OPEB plan is a single employer defined benefit OPEB plan administered by the Clerk. Benefits are provided through the Louisiana Clerk of Court Insurance Trust ("LCCIT"), a multiple-employer healthcare plan administered by the Louisiana Clerk of Court Association. Louisiana Revised Statute §13:783 grants the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75. The premium rates are established and may be amended by the LCCIT board of trustees, with the Clerk determining the contribution requirements of the retirees.

Benefits Provided - The Clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 77% of retiree and dependent pre-Medicare Option 2, and 100% of retiree and dependent pre-Medicare Option 1, Medicare Advantage, vision, and dental insurance premiums. The plan also provides for payment of 100% of retiree life insurance premiums.

Caldwell Parish Clerk of Court
Notes to Financial Statements
June 30, 2025

Employees covered by benefit terms - At January 1, 2024, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	1
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	4
	5

Total OPEB Liability

The Clerk's total OPEB liability of \$235,030 was measured as of June 30, 2025 and was determined by an actuarial valuation as of January 1, 2024.

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	2.40%
Salary increases	3.25%, including inflation
Discount rate	4.81%

Healthcare cost trend rates:

Medical-	7.09% for 2024, then 6.50% for 2025, decreasing 0.25% per year to an ultimate rate of 4.75% for 2032 and beyond
Medicare Advantage-	45.29% for 2024, then 4.25% for 2025, decreasing 0.25% per year to an ultimate rate of 3.0% for 2030 and beyond. Includes 2% per year for aging.
Dental-	0.0% for 2024, then 3.0% per year
Vision-	24.59% for 2024, then 2.5% per year

Retirees' Share of Benefit-Related Costs:

Medical-	Option 1: 0% for retirees and 0% for dependents Option 2: 23% for retirees and 23% for dependents
Medicare Advantage-	0% for retirees and 0% for dependents
Dental-	0% for retirees and 0% for dependents
Vision-	0% for retirees and 0% for dependents
Basic Life Insurance-	0%

The discount rate was based on the 6/30/2025 S&P Municipal Bond 20-Year High Grade Index Yield.

Mortality rates for active employees were based on the PubG.H-2010 Employee mortality table, Generational with Projection Scale MP-2021 for males or females, as appropriate. Mortality rates for retired employees were based on the PubG.H-2010 Healthy Retiree mortality table, Generational with Projection Scale MP-2021 for males or females, as appropriate.

The actuarial assumptions used in the valuation were based on those used in the Louisiana Clerks of Court Retirement and Relief Fund valuation and actual experience.

Caldwell Parish Clerk of Court
Notes to Financial Statements
June 30, 2025

Changes in the Total OPEB Liability

Balance at June 30, 2024	\$ 220,036
Changes for the year:	
Service cost	6,385
Interest	8,794
Differences between expected and actual experience	2,683
Changes in Assumptions/Inputs	6,839
Changes in Benefit Terms	0
Benefit payments and net transfers	(9,707)
Net changes	14,994
Balance at June 30, 2025	\$ 235,030

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 (3.81%) or 1-percentage-point higher (5.81%) than the current discount rate:

	1.0% Decrease (3.81%)	Current Discount Rate (4.81%)	1.0% Increase (5.81%)
Total OPEB liability	\$264,013	\$235,030	\$200,368

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 or 1-percentage-point higher than the current healthcare cost trend rates:

	1.0% Decrease	Current Trend	1.0% Increase
Total OPEB liability	\$211,957	\$235,030	\$264,530

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 OPEB expense of \$(47,028). 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	\$10,860	\$162,718
Changes of assumptions or other inputs	13,769	118,570
Total	\$24,629	\$281,288

Caldwell Parish Clerk of Court
Notes to Financial Statements
June 30, 2025

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

<u>Years ending June 30:</u>	
2026	\$(62,206)
2027	(62,206)
2028	(17,344)
2029	(22,089)
2030	(22,089)
Thereafter	(66,268)

12. Risk Management:

The Caldwell Parish Clerk of Court is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk of Court maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Clerk of Court.

13. Expenditures of the Clerk of Court Paid by the Parish Police Jury:

Certain expenses of the Caldwell Parish Clerk of Court's office are paid by the Caldwell Parish Police Jury. In addition to furnishing the building where the Clerk of Court's office is located, the Caldwell Parish Police Jury pays all utility bills, some insurance, and furnishes some of the equipment in the Clerk of Court's office.

14. On-Behalf Payments:

The accompanying financial statements include on-behalf payments, reported as intergovernmental revenue, made by the Caldwell Parish Police Jury for capital lease payments of the Clerk of Court as required by accounting principles generally accepted in the United States of America.

15. Deferred Compensation Plan:

All of the employees of the Caldwell Parish Clerk of Court are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 100% of their salary (not to exceed \$23,500 a year) to the plan on a pre-tax basis. The contributions are withheld from the employees' paycheck and the Clerk of Court matches 100% of the employee contribution up to \$300 per month for each employee. 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 of Court does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the year ended June 30, 2025, the Clerk of Court's matching funds totaled \$6,880.

16. Subsequent Events:

Management has evaluated events through November 5, 2025, the date which the financial statements were available for issue. There were no items to be reported as subsequent events.

OTHER REQUIRED SUPPLEMENTARY INFORMATION

Caldwell Parish Clerk of Court
General Fund
Budgetary Comparison Schedule
For the Year Ended June 30, 2025

	<u>Budget</u>			Variance- Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
REVENUES:				
Licenses & Permits-				
Marriage Licenses	\$ 1,600	\$ 2,000	\$ 2,145	\$ 145
Charges for Services	427,000	396,000	276,293	(119,707)
Intergovernmental-				
Federal Grant	56,225	32,000	52,586	20,586
State Grant	-	38,000	36,990	(1,010)
Local Grant	-	-	10,963	10,963
Miscellaneous				
Interest	60	10,000	1,620	(8,380)
Miscellaneous	750	475	47	(428)
Total Revenues	<u>\$ 485,635</u>	<u>\$ 478,475</u>	<u>\$ 380,644</u>	<u>\$ (97,831)</u>
EXPENDITURES:				
Judicial-				
Current-				
Personnel Services	\$ 400,000	\$ 475,000	\$ 431,830	\$ 43,170
Operating Services	53,000	50,000	56,134	(6,134)
Operating Supplies	42,500	55,000	19,751	35,249
Other Charges	80,000	40,000	34,385	5,615
Debt Services	-	-	14,068	(14,068)
Capital Expenditures	-	-	36,663	(36,663)
Total Expenditures	<u>\$ 575,500</u>	<u>\$ 620,000</u>	<u>\$ 592,831</u>	<u>\$ 27,169</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ (89,865)</u>	<u>\$ (141,525)</u>	<u>\$ (212,187)</u>	<u>\$ (70,662)</u>
OTHER FINANCING SOURCES (USES)				
Right of Use Asset Debt Proceeds	\$ -	\$ -	\$ 18,644	\$ 18,644
Operating Transfers In	-	-	169,131	169,131
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 187,775</u>	<u>\$ 187,775</u>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	<u>\$ (89,865)</u>	<u>\$ (141,525)</u>	<u>\$ (24,412)</u>	<u>\$ 117,113</u>
Fund Balance-Beginning of Year	<u>188,699</u>	<u>188,699</u>	<u>188,699</u>	<u>-</u>
Fund Balance-End of Year	<u>\$ 98,834</u>	<u>\$ 47,174</u>	<u>\$ 164,287</u>	<u>\$ 117,113</u>

See independent auditors' report and notes to the financial statements.

Caldwell Parish Clerk of Court
Advance Deposit Fund
Budgetary Comparison Schedule
For the Year Ended June 30, 2025

	<u>Budget</u>			Variance- Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
REVENUES:				
Charges for Services	\$ 260,000	\$ 250,000	\$ 266,262	\$ 16,262
Miscellaneous				-
Interest	-	-	1,617	1,617
Total Revenues	<u>\$ 260,000</u>	<u>\$ 250,000</u>	<u>\$ 267,879</u>	<u>\$ 17,879</u>
EXPENDITURES:				
Current-				
Operating Services	<u>\$ 205,000</u>	<u>\$ 180,000</u>	<u>\$ 102,317</u>	<u>\$ 77,683</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 55,000	\$ 70,000	\$ 165,562	\$ 95,562
OTHER FINANCING SOURCES (USES)				
Operating Transfers Out	<u>(185,000)</u>	<u>(180,000)</u>	<u>(169,131)</u>	<u>10,869</u>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	\$ (130,000)	\$ (110,000)	\$ (3,569)	\$ 106,431
Fund Balance-Beginning of Year	<u>336,544</u>	<u>336,544</u>	<u>336,544</u>	<u>-</u>
Fund Balance-End of Year	<u>\$ 206,544</u>	<u>\$ 226,544</u>	<u>\$ 332,975</u>	<u>\$ 106,431</u>

See independent auditors' report and notes to the financial statements.

Caldwell Parish Clerk of Court
 Schedule of Employer's Share of Net Pension Liability
 For the Year Ended June 30, 2025

Year	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 (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2016	0.23124%	\$ 346,873	\$ 213,650	162%	78.1%
2017	0.23407%	\$ 433,027	\$ 214,780	202%	74.2%
2018	0.23808%	\$ 360,196	\$ 252,261	143%	79.7%
2019	0.24261%	\$ 403,535	\$ 229,191	176%	79.1%
2020	0.23571%	\$ 428,049	\$ 227,548	188%	77.9%
2021	0.22949%	\$ 552,112	\$ 227,687	242%	72.1%
2022	0.22477%	\$ 299,002	\$ 227,045	132%	85.4%
2023	0.22290%	\$ 540,245	\$ 228,538	236%	74.1%
2024	0.21505%	\$ 462,621	\$ 223,085	207%	77.6%
2025	0.20730%	\$ 344,910	\$ 242,147	142%	83.1%

**Amounts presented were determined as of the measurement date (June 30, 2024).*

Caldwell Parish Clerk of Court
Schedule of Employer's Contributions
For the Year Ended June 30, 2025

Year	Statutorily Required Contribution	Contributions in relation to the statutorily required contribution	Contribution Deficiency/ (Excess)	Employer's covered payroll	Contributions as a percentage of covered payroll
2016	\$ 40,594	\$ 40,594	\$ -	\$ 213,650	19.0%
2017	\$ 40,808	\$ 40,808	\$ -	\$ 214,780	19.0%
2018	\$ 42,800	\$ 42,800	\$ -	\$ 252,261	17.0%
2019	\$ 43,546	\$ 43,546	\$ -	\$ 229,191	19.0%
2020	\$ 43,234	\$ 43,234	\$ -	\$ 227,548	19.0%
2021	\$ 47,814	\$ 47,814	\$ -	\$ 227,687	21.0%
2022	\$ 50,517	\$ 50,517	\$ -	\$ 227,045	22.2%
2023	\$ 50,850	\$ 50,850	\$ -	\$ 228,538	22.3%
2024	\$ 51,309	\$ 51,309	\$ -	\$ 223,085	23.0%
2025	\$ 55,694	\$ 55,694	\$ -	\$ 242,147	23.0%

**Amounts presented were determined as of the measurement date (June 30, 2024).*

Changes of Assumptions:

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

Caldwell Parish Clerk of Court
 Schedule of Changes in Net OPEB Liability and Related Ratios
 For the Year Ended June 30, 2025

Year	2025	2024	2023	2022	2021	2020	2019	2018
Service Cost	\$ 6,385	\$ 8,106	\$ 7,851	\$ 8,876	\$ 13,495	\$ 10,919	\$ 16,730	\$ 10,749
Interest	8,794	10,384	10,538	9,279	11,117	27,535	26,320	26,587
Changes of Benefits Terms Differences Between Expected and Actual Experiences	-	(14,161)	-	-	-	-	-	-
	2,683	(36,438)	2,288	(133,754)	1,978	(172,738)	18,734	(22,382)
Changes in Assumptions/ Inputs	6,839	(4,582)	(28,816)	(70,880)	20,001	(186,165)	-	
Benefit Payments	(9,707)	(8,377)	(8,955)	(11,419)	(13,498)	(16,693)	(21,285)	(20,176)
Net Change In Total OPEB Liability	14,994	(45,068)	(17,094)	(197,898)	33,093	(337,142)	40,499	(5,222)
Beginning OPEB Liability	220,036	265,104	282,198	480,096	447,003	784,145	743,646	748,868
Ending OPEB Liability	\$ 235,030	\$ 220,036	\$ 265,104	\$ 282,198	\$ 480,096	\$ 447,003	\$ 784,145	\$ 743,646
Covered-Employee Payroll Net OPEB Liability as a Percentage of Covered-Employee Payroll	\$ 242,147	\$ 223,085	\$ 228,538	\$ 227,045	\$ 227,687	\$ 227,548	\$ 233,510	\$ 226,709
	97.1%	98.6%	116.0%	124.3%	210.9%	196.4%	335.8%	328.0%
Discount Rate	4.81%	3.97%	3.86%	3.69%	1.92%	2.45%	3.13%	3.62%

Notes to Schedule:

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

Changes of Benefit Terms: Effective January 1, 2021, retirees now have the option to elect coverage under Option 1 or Option 2 instead of the default of Option 1. Effective January 1, 2025, the retirees' contribution for Option 2 increased from 0% to 23% for retirees and dependents.

*Changes of Assumptions:**Discount Rate Mortality Rates*

2018-2024 Fidelity Municipal General Obligation AA (20 Year) Index

2025 S&P Municipal Bond 20 Year High Grade Index Yield

Mortality Rates

2018- 2024 RPH-2000 Table without projection with 50%/50% unisex blend

2002 Pub G.H.-2010 Employee and Healthy Retiree, Generational with MP-2019

2021 Pub G.H.-2010 Employee and Healthy Retiree, Generational with MP-2020

Caldwell Parish Clerk of Court
Reporting Fraud and Misappropriations
Year Ended June 30, 2025

Agency Name: Caldwell Parish Clerk of Court

Fiscal Year End: June 30, 2025

#	ELEMENT OF FINDING	RESPONSE
1	A general statement describing the fraud or misappropriation that occurred.	Revenues received by the Clerk's office, were held and not deposited by a Deputy Clerk.
2	A description of the funds or assets that were the subject of the fraud or misappropriation (ex., utility receipts, petty cash, computer equipment).	Cash and Checks
3	The amount of funds or approximate value of assets involved.	\$1,032
4	The department or office in which the fraud or misappropriation occurred.	General Fund
5	The period of time over which the fraud or misappropriation occurred.	October/November/December 2024
6	The title/agency affiliation of the person who committed or is believed to have committed the act of fraud or misappropriation.	Deputy Clerk
7	The name of the person who committed or is believed to have committed the act of fraud or misappropriation, if formal charges have been brought against the person and/or the matter has been adjudicated.	Jessica M. Davis. Charges were filed for malfeasance in office and theft. Plea agreement dropped the theft charge once restitution was paid.
8	Is the person who committed or is believed to have committed the act of fraud still employed by the agency?	No
9	If the person who committed or is believed to have committed the act of fraud is still employed by the agency, do they have access to assets that may be subject to fraud or misappropriation?	No
10	Has the agency notified the appropriate law enforcement body about the fraud or misappropriation?	Sheriff, District Attorney and Legislative Auditor were notified. Sheriff got State Police involved.
11	What is the status of the investigation at the date of the auditor's/accountant's report?	Case is closed
12	If the investigation is complete and the person believed to have committed the act of fraud or misappropriation has been identified, has the agency filed charges against that person?	See #7

Caldwell Parish Clerk of Court
Reporting Fraud and Misappropriations
Year Ended June 30, 2025
(continued)

Agency Name: Caldwell Parish Clerk of Court

Fiscal Year End: June 30, 2025

13	What is the status of any related adjudication at the date of the auditor's/accountant's report?	See #7
14	Has restitution been made or has an insurance claim been filed?	Restitution was paid in March 2025
15	Has the agency notified the Louisiana Legislative Auditor and the District Attorney in writing, as required by Louisiana Revised Statute 24:523 (Applicable to local governments only)	Both agencies were notified in writing in December 2024.
16	Did the agency's internal controls allow the detection of the fraud or misappropriation in a timely manner?	Yes, the Clerk caught the issue while reconciling the bank account.
17	If the answer to the last question is "no," describe the control deficiency/significant deficiency/material weakness that allowed the fraud or misappropriation to occur and not be detected in a timely manner.	N/A
18	Management's plan to ensure that the fraud or misappropriation does not occur in the future	Clerk will continue monitoring and reviewing monthly reports and reconciliations.

See independent auditor's report.

SUPPLEMENTARY INFORMATION

Caldwell Parish Clerk of Court
Schedule of Compensation, Benefits and Other Payments to
Agency Head or Chief Executive Officer
For the Year Ended June 30, 2025

Agency Head Name: Cherie Lott, Clerk of Court

<u>Purpose</u>	<u>Amount</u>
Salary	\$162,253
Benefits-Insurance	17,729
Benefits-Retirement	50,704
Deferred Compensation	6,000
Benefits-Other	2,353
Car allowance	24,430
Cell phone	794
Per Diem/Meals	1,566
Conferences & Seminars	4,453
Other	2,100

See independent auditors' report.

Caldwell Parish Clerk of Court
Justice System Funding Schedule - Collecting/Disbursing Entity
For the Year Ended June 30, 2025

Cash Basis Presentation	First Six Month Period Ended 12/31/2024	Second Six Month Period Ended 6/30/2025
Beginning Balance of Amounts Collected (i.e. cash on hand)	346,761	349,102
Add: Collections		
Civil Fees (including refundable amounts such as garnishments or advance deposits)	132,918	132,766
Bond Fees	500	-
Criminal Court Costs/Fees	79	-
Interest Earnings on Collected Balances	35	1,582
Subtotal Collections	133,532	134,348
Less: Disbursements To Governments & Nonprofits: (Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.)		
Caldwell Parish Sheriff's Department - Civil Fees	5,946	5,622
2nd Circuit Court of Appeal - Civil Fees	22	-
37th Judicial District Court Judicial Expense Fund - Civil Fees	1,505	1,385
Department of the Treasury - Civil Fees	4,181	-
Department of State-Civil Fees	300	65
Department of the Treasury (Judges Supplemental Fund)-Civil Fees	4,883	4,492
Supreme Court (LA Judicial College)-Civil Fees	37	11
Supreme Court-Civil Fees	32	59
Sheriff - Acadia Parish -Civil Fees	-	59
Sheriff - Ascension Parish -Civil Fees	-	53
Sheriff - Avoyelles Parish -Civil Fees	44	-
Sheriff - Beauregard Parish -Civil Fees	-	43
Sheriff - Bossier Parish -Civil Fees	-	32
Sheriff - Caddo Parish - Civil Fees	135	140
Sheriff - Calcasieu Parish - Civil Fees	-	28
Sheriff - Catahoula Parish - Civil Fees	34	73
Sheriff - Concordia Parish - Civil Fees	77	-
Sheriff - Calcasieu Parish - Civil Fees		
Sheriff - Claiborne Parish - Civil Fees		
Sheriff - East Baton Rouge Parish - Civil Fees	589	111
Sheriff - Evangeline Parish - Civil Fees		
Sheriff - Franklin Parish - Civil Fees	94	53
Sheriff - Grant Parish - Civil Fees	28	75
Sheriff - Iberville Parish - Civil Fees	-	65
Sheriff - Jackson Parish - Civil Fees	-	63
Sheriff - Lafayette Parish - Civil Fees	177	109
Sheriff - Lafourche Parish - Civil Fees		
Sheriff - LaSalle Parish - Civil Fees	120	598
Sheriff - Lincoln Parish - Civil Fees		
Sheriff - Livingston Parish - Civil Fees		
Sheriff - Lincoln Parish - Civil Fees	136	145
Sheriff - Livingston Parish - Civil Fees	-	120
Sheriff - Madison Parish - Civil Fees	-	30
Sheriff - Morehouse Parish - Civil Fees	-	82
Sheriff - Natchitoches Parish - Civil Fees		
Sheriff - Natchitoches Parish - Civil Fees	31	63
Sheriff - Orleans Parish (Civil) - Civil Fees	90	30
Sheriff - Ouachita Parish - Civil Fees	866	756
Sheriff - Pointe Coupee Parish - Civil Fees	109	-
Sheriff - Rapides Parish - Civil Fees	68	-
Sheriff - Richland Parish - Civil Fees	62	304
Sheriff -Union Parish - Civil Fees	167	57
Sheriff -Webster Parish - Civil Fees	32	45
Sheriff -Winn Parish - Civil Fees	34	-
Office of State Police Public Safety Services - Criminal Court Costs/Fees	79	-
Less: Amounts Retained by Collecting Agency		
Amounts "Self-Disbursed" to Collecting Agency (must include a separate line for each collection type, as applicable) - Example: Criminal Fines - Other (Additional rows may be added as necessary)		
Civil Fees	84,724	93,057
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil Fee Refunds	20,682	27,665
Other Disbursements to Individuals (additional detail is not required)	5,907	13,222
Subtotal Disbursements/Retainage	131,191	148,712
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	349,102	334,738

Caldwell Parish Clerk of Court
 Justice System Funding Schedule - Receiving Entity
 For the Year Ended June 30, 2025

Cash Basis Presentation

	First Six Month Period Ended 12/31/2024	Second Six Month Period Ended 6/30/2025
Caldwell Parish Sheriff's Department - Criminal Court Costs/Fees	5,319	7,225
Subtotal Receipts	5,319	7,225
Ending Balance of Amounts Assessed but Not Received <i>(only applies to those agencies that assess on behalf of themselves, such as courts)</i>	-	-

Collection Types to be used in the "Receipts From:" section above
Civil Fees
Bond Fees
Asset Forfeiture/Sale
Pre-Trial Diversion Program Fees
Criminal Court Costs/Fees
Criminal Fines - Contempt
Criminal Fines - Other
Restitution
Probation/Parole/Supervision Fees
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)
Interest Earnings on Collected Balances
Other <i>(do not include collections that fit into more specific categories above)</i>

OTHER REPORTS/SCHEDULES

T | C | B | T
THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER
Certified Public Accountants

Eddie G. Johnson, CPA - A Professional Corporation (1927-1996)

Mark D. Thomas, CPA - A Professional Corporation
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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable Cherie Cox
Caldwell Parish Clerk of Court
P. O. Box 1327
Columbia, LA 71418

We have audited, 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*, the financial statements of the governmental activities, major fund and fiduciary funds, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Caldwell Parish Clerk of Court's (Clerk) basic financial statements and have issued our report thereon dated November 5, 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) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the 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. We consider the deficiency described in the accompanying schedule of audit findings as item 2025-001 not to be a material weakness.

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 have not been identified. However, as described in the accompanying schedule of audit findings, we did identify a certain deficiency in internal control that we consider to be a significant deficiency.

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. We consider the deficiency described in the accompanying schedule of audit findings as item 2025-001 to be a significant deficiency.

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 disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Clerk of Court's Response to Findings

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

Purpose of this Report

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

Thomas, Cunningham, Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier
Certified Public Accountants
Natchitoches, Louisiana

November 5, 2025

Caldwell Parish Clerk of Court
Schedule of Audit Findings
Year Ended June 30, 2025

I. SUMMARY OF AUDIT RESULTS

The following summarize the audit results:

1. An unmodified opinion was issued on the financial statements of the Caldwell Parish Clerk of Court as of and for the year ended June 30, 2025.
2. The audit disclosed one significant deficiency in internal control, and this deficiency was not determined to be a material weakness.
3. The audit disclosed no instances of noncompliance that is required to be reported under *Government Auditing Standards*.

II. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The following finding relates to the financial statements and are required to be reported in accordance with *Government Auditing Standards*:

Internal Control-

2025-001 *Misappropriation of Cash*

Condition - During the fiscal year ended June 30, 2025, an employee failed to deposit \$1,032 in collections. The shortage was discovered by the Clerk during the performance of routine bank reconciliations. Upon identification of the misappropriation, the Clerk initiated immediate internal review procedures. The employee subsequently made full restitution prior to year-end.

Criteria - Louisiana law and sound internal control practices require that all public funds collected by the Clerk of Court be safeguarded, properly receipted, and deposited intact and timely. Pursuant to Louisiana Revised Statute requirements and guidance from the Louisiana Legislative Auditor, any known or suspected misappropriation of public funds must be reported as an audit finding.

Cause - The misappropriation resulted from the intentional action of an employee who did not deposit collected funds as required. Although the Clerk's internal controls were properly designed, the employee circumvented established procedures.

Effect - Public funds totaling \$1,032 were temporarily unavailable to the Clerk of Court and were at risk of permanent loss. Although restitution was ultimately received, the misappropriation constituted a misuse of public assets and required reporting under Louisiana law.

Recommendation - Because the Clerk's internal control system functioned as designed and detected the misappropriation through routine reconciliation procedures, we do not make any further recommendations at this time.

Management's Response - Management agrees with the finding. The Clerk's internal controls were effective in identifying the shortage promptly. Restitution has been received in full. Management has reviewed existing procedures with staff and will continue to enforce established controls to prevent and detect any future irregularities.

III. PRIOR YEAR AUDIT FINDINGS

None identified.