

**GRANT PARISH CLERK OF COURT
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2021**



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

TABLE OF CONTENTS

	<u>PAGE</u>
Independent Auditors' Report.....	1 - 3
Required Supplemental Information (Part I)	
Management's Discussion and Analysis.....	4 - 7
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position.....	8
Statement of Activities.....	9
Fund Financial Statements	
Governmental Funds	
Balance Sheet.....	10
Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position.....	11
Statement of Revenues, Expenditures and Changes in Fund Balance.....	12
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities.....	13
Fiduciary Funds	
Combining Statement of Fiduciary Assets and Liabilities.....	14
Statement of Changes in Fiduciary Net Position.....	15
Notes to Financial Statements.....	16 - 33
Required Supplemental Information (Part II)	
Statement of Revenues, Expenditures and Changes in Fund Balances (Budget and Actual)	
General Fund.....	34
Schedule of Changes in Net OPEB Liability.....	35
Cost Sharing Retirement Systems	
Schedule of Net Pension Liability Data.....	36
Schedule of Employer Contributions.....	37
Other Supplemental Information.....	
Schedule of Agency Head Reimbursements.....	38
Justice System Funding Schedule ~ Collecting / Disbursing Entity.....	39
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on An Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	40-41
Schedule of Findings.....	42
Management's Corrective Action Plan.....	43
Summary of Prior Year Findings.....	44



October 29, 2021

INDEPENDENT AUDITORS' REPORT

To the Honorable Mr. Randall Briggs
Grant Parish Clerk of Court
Colfax, LA

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, major funds, and the aggregate remaining fund information of the Grant Parish Clerk of Court (Clerk of Court), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Clerk's primary government as listed in the Table of Contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

AUDITOR'S RESPONSIBILITY

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness

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of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation of the financial statements.

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

OPINION

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Grant Parish Clerk of Court, as of June 30, 2021, and the respective changes in financial for the year then ended in accordance with accounting principles generally accepted in the United States of America.

OTHER MATTERS

REQUIRED SUPPLEMENTARY INFORMATION

Accounting principles generally accepted in the United States of America require the information listed below to supplement the basic financial statements.

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

Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER SUPPLEMENTAL INFORMATION

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

- Fiduciary Funds - Combining Statement of Changes in Assets and Liabilities
- Schedule of Agency Head Reimbursements
- Justice System Funding Schedule – Collecting/Disbursing Entity

The other supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, other supplemental information is fairly stated in all material respects in relation to the basic financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2021, on our consideration of the Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk of Court's internal control over financial reporting and compliance.



Rozier, McKay, & Willis
Certified Public Accountants

October 29, 2021
Alexandria, Louisiana

Grant Parish Clerk of Court

Management's Discussion and Analysis

June 30, 2021

This section of the Grant Parish Clerk of Court's annual financial report presents our discussion and analysis of the Clerk's financial performance during the fiscal year ended June 30, 2021.

OVERVIEW OF FINANCIAL STATEMENTS

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

GOVERNMENT – WIDE FINANCIAL STATEMENTS

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

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

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

FUND FINANCIAL STATEMENTS

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

- **Governmental Funds** – These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Clerk's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.
- **Custodial Funds** – The custodial funds; the Advance Deposit Fund, the Registry of Court Fund, and the Child Support Fund, account for assets held by the Clerk as an agent for litigants. These funds are fiduciary in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the custodial funds have no measurement focus, but use the modified accrual basis of accounting.

Grant Parish Clerk of Court

Management's Discussion and Analysis ***June 30, 2021***

FINANCIAL ANALYSIS OF THE CLERK AS A WHOLE

NET POSITION

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

	<u>June 30, 2021</u>	<u>June 30, 2020</u>
	<u>Governmental</u>	<u>Governmental</u>
	<u>Activities</u>	<u>Activities</u>
Assets:		
Current and Other Assets	\$ 652,190	\$ 577,379
Capital Assets	26,138	40,854
Total Assets	<u>678,328</u>	<u>618,233</u>
Deferred Outflows	<u>766,065</u>	<u>591,212</u>
Liabilities:		
Current Liabilities	5,651	16,383
Long-term Liabilities	<u>1,906,920</u>	<u>1,585,661</u>
Total Liabilities	<u>1,912,571</u>	<u>1,602,044</u>
Deferred Inflows	<u>32,550</u>	<u>32,041</u>
Net Position:		
Invested in Capital Assets (Net)	26,138	40,854
Unrestricted	<u>(526,866)</u>	<u>(465,494)</u>
Total Net Position - Ending	<u>\$ (500,728)</u>	<u>\$ (424,640)</u>

As the presentation appearing above demonstrates, the Clerk has a deficit in Net position of \$500,728. This deficit is primarily caused by OPEB obligations and the Clerk's Net Pension Liability, totaling \$1,906,920. These liabilities are classified as long-term, and are not expected to arise for many years. Accordingly, the Clerk has sufficient assets to meet its ongoing obligations to creditors and other interested parties for the foreseeable future.

Grant Parish Clerk of Court

Management's Discussion and Analysis ***June 30, 2021***

CHANGES IN NET POSITION

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

	<u>June 30, 2021</u>	<u>June 30, 2020</u>
	<u>Governmental</u>	<u>Governmental</u>
	<u>Activities</u>	<u>Activities</u>
<u>Program Revenue:</u>		
Charges for Services	\$ 802,395	\$ 744,881
Operating Grants and Contributions	24,600	24,600
Capital Grants and Contributions	----	----
Other	----	----
	<hr/>	<hr/>
Total Revenue	826,995	769,481
	<hr/>	<hr/>
<u>Program Expenses:</u>		
General Government	906,283	867,042
	<hr/>	<hr/>
Total Expenses	906,283	867,042
	<hr/>	<hr/>
Excess (Deficiency Before Transfers And Special Items)	(79,288)	(97,561)
Interest Income	3,200	8,642
	<hr/>	<hr/>
Change in Net Position	(76,088)	(88,919)
Net Position – Beginning	(424,640)	(335,721)
	<hr/>	<hr/>
Net Position – Ending	(500,728)	(424,640)
	<hr/>	<hr/>

Governmental activities decreased the Clerk's net position by \$76,088. This decrease is attributable to increases in the net pension liability and other-post employment benefit liability.

FINANCIAL ANALYSIS OF THE CLERK'S FUNDS

The Clerk's general fund, which is available for spending at the Clerk's discretion, reported a fund balance of \$646,539 which represents an increase of \$85,543 in comparison to the previous balance. Differences between fund balances and net position reported for governmental activities are attributable to including capital assets in the determination of net position, and changes in OPEB and Net Pension Liabilities, which are not accounted for under the modified accrual focus.

Grant Parish Clerk of Court

Management's Discussion and Analysis

June 30, 2021

GENERAL FUND BUDGET HIGHLIGHTS

The Clerk's salary fund is required to adopt a budget and the budget is amended as necessary. In the current year the Clerk's revenues were greater than budgeted amounts by \$45,794. The Clerk's expenses were less than budgeted expenses by \$133,349. Budget variances for revenues and expenditures were within the acceptable range.

CAPITAL ASSET ADMINISTRATION

There were no capital asset additions in the current year.

DEBT ADMINISTRATION

The Grant Parish Clerk of Court did not have long term debt at any point during the current year.

GRANT PARISH CLERK OF COURT

STATEMENT OF NET POSITION

June 30, 2021

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 381,323
Investments	223,344
Receivables (net)	45,418
Other Current Assets	2,105
Capital Assets	
Depreciable, net of accumulated depreciation	<u>26,138</u>
Total assets	<u>678,328</u>
<u>DEFERRED OUTFLOWS</u>	
Post-Employment Benefit Deferrals	315,115
Pension Funding Deferrals	<u>450,950</u>
Total Deferred Outflows	<u>766,065</u>
<u>LIABILITIES</u>	
Accounts payable and other payables	1,634
Payroll Liabilities	3,607
Other Current Liabilities	410
Long-term liabilities	
Net OPEB Obligation	931,391
Aggregate net pension liability	<u>975,529</u>
Total liabilities	<u>1,912,571</u>
<u>DEFERRED INFLOWS</u>	
Post-Employment Benefit Deferrals	14,755
Pension Funding Deferrals	<u>17,795</u>
Total Deferred Inflows	<u>32,550</u>
<u>NET POSITION</u>	
Invested in capital assets, net of related debt	26,138
Unrestricted	<u>(526,866)</u>
Total net position (deficit)	<u>\$ (500,728)</u>

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

Grant Parish Clerk of Court

Statement of Activities

Year Ended June 30, 2021

		<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
<u>Governmental Activities:</u>					
General Government	\$ 906,283	\$ 802,395	\$ 24,600	\$ -	\$ <u>(79,288)</u>
			General Revenues:		
			Interest		<u>3,200</u>
			Total		<u>3,200</u>
			Change in Net Position		(76,088)
			Net Position Beginning		<u>(424,640)</u>
			Net Position Ending		\$ <u>(500,728)</u>

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

Grant Parish Clerk of Court

Balance Sheet

Governmental Funds - June 30, 2021

	<u>Salary Fund</u>
<u>Assets</u>	
Cash and cash equivalents	\$ 381,323
Investments	223,344
Receivables (net)	45,418
Due from agency fund	<u>2,105</u>
Total assets	<u>\$ 652,190</u>
<u>Liabilities and fund equity</u>	
<u>Liabilities:</u>	
Accounts Payable	\$ 1,634
Payroll Liabilities	3,607
Due to agency fund	<u>410</u>
Total liabilities	<u>5,651</u>
<u>Fund equity:</u>	
Unassigned	<u>646,539</u>
Total fund equity	<u>646,539</u>
Total liabilities and fund equity	<u>\$ 652,190</u>

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

Grant Parish Clerk of Court

Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Assets of Governmental Activities on the Statement of Net Position Year Ended June 30, 2021

Total Fund Balances - Governmental Funds	\$	646,539
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		26,138
Long term liabilities and pension related deferred outflows and deferred inflows are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet		<u>(1,173,405)</u>
Net Position of Governmental Activities	\$	<u>(500,728)</u>

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

Grant Parish Clerk of Court

Statement of Revenues, Expenditures, and Changes in Fund Balance Governmental Funds - Year Ended June 30, 2021

	<u>Salary Fund</u>
<u>Revenues:</u>	
Charges for Services	
Recording Fees	\$ 454,913
Legal Filing Fees	310,752
Child Support Filing Fees	5,115
Licenses and permits	21,924
Intergovernmental Revenues	24,600
Interest Income	3,200
Miscellaneous Revenues	<u>9,690</u>
Total revenues	<u>830,194</u>
<u>Expenditures:</u>	
Personnel Services & Related Benefits	577,974
Office/ Administrative	166,677
Capital Expenditures	<u>-</u>
Total expenditures	<u>744,651</u>
Excess (deficiency) of revenues over expenditures	85,543
Fund balance - beginning of year	<u>560,996</u>
Fund balance - end of year	<u>\$ 646,539</u>

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

Grant Parish Clerk of Court

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

Year Ended June 30, 2021

Net change in fund balances of Governmental Funds \$ 85,543

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

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital expenditures reported by Governmental Funds	-	
Depreciation expense reported on a government-wide basis	<u>(14,716)</u>	(14,716)

Activity related to postemployment benefits reported in the statement of activities that do not require the use of current financial resources and therefore are not reported by governmental funds.	<u>(146,915)</u>	
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Change in net position of governmental activities \$ (76,088)

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

Grant Parish Clerk of Court

Statement of Fiduciary Net Position

Fiduciary Funds - Year Ended June 30, 2021

	<u>Custodial Funds</u>
<u>Assets</u>	
Cash & Cash Equivalents	\$ 601,469
Other Assets	<u>6,070</u>
Total Assets	<u>\$ -</u>
<u>Liabilities</u>	
Other Liabilities	\$ 8,015
Unsettled Deposits	<u>599,524</u>
Total Liabilities	<u>607,539</u>
<u>Net Position</u>	
Restricted For:	
Individuals, Organizations, and Other Governments	<u>-</u>
Total Net Position	<u>\$ -</u>

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

Grant Parish Clerk of Court

Statement of Changes in Fiduciary Net Position Fiduciary Funds - Year Ended June 30, 2021

	<u>Custodial Funds</u>
<u>Additions</u>	
Deposits	\$ 376,406
Interest Earned	<u>857</u>
Total Additions	<u>377,263</u>
<u>Deductions</u>	
Completed and Pending Distributions:	
Litigants	58,830
Salary Fund	247,985
Others	<u>70,448</u>
Total Deductions	<u>377,263</u>
Changes in Net Position	-
Fiduciary Net Position - Beginning	<u>-</u>
Fiduciary Net Position - Ending	<u>\$ -</u>

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The Clerk's accounting policies conform to generally accepted accounting principals for governmental units. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Some of the Clerk's more significant accounting policies are described as follows:

FINANCIAL REPORTING ENTITY

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

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

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

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

BASIC FINANCIAL STATEMENTS

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

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

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

GOVERNMENT-WIDE FINANCIAL STATEMENTS

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

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Clerk of Court's governmental activities. Direct expenses are those that are specially associated with a program or function and therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program.

FUND FINANCIAL STATEMENTS

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

MAJOR GOVERNMENTAL FUNDS

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

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

FIDUCIARY FUNDS

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of other funds within the Clerk of Court. The funds accounted for in the category include the Advance Deposit Fund, the Registry of the Court, and the Child Support Fund. These funds are custodial in nature (assets equal liabilities) and do not involve measurements of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

BASIS OF ACCOUNTING AND MEASUREMENT FOCUS

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

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

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

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

BUDGETARY CONTROL

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

CASH AND CASH EQUIVALENTS

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

INVESTMENTS

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

RECEIVABLES

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

BAD DEBTS

Uncollectible amounts due for receivables are recognized as bad debts by direct write-off at the time information becomes available which would indicate the uncollectibility of the particular receivable. Although the specific charge-off method is not in conformity with generally accepted accounting principles, no allowance for uncollectible accounts receivable was made due to immateriality at June 30, 2021.

INTERNAL ACTIVITY:

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

CAPITAL ASSETS

Capital assets, which include property, equipment and infrastructure acquired after December 31, 2003, are reported as assets in the government-wide financial statements. Assets reported in the fund financial statements for governmental funds exclude capital assets. Instead, the governmental funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

COMPENSATED ABSENCES

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

Full-time employees receive 10 days of non-cumulative vacation leave annually and, depending upon length of service, from 10 to 16 days of sick leave annually. Sick leave can be accumulated without limitation, but there is no provision for payment of accumulated sick leave upon termination or retirement. At June 30, 2021 there were no material amounts of accumulated and vested benefits relating to vacation and sick leave.

PENSIONS

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

DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES

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

EQUITY CLASSIFICATIONS

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

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

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

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

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

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

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

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

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

E.) Unassigned – All other spendable amounts

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

NOTE 2 - CASH AND CASH EQUIVALENTS

Deposits are stated at cost, which approximates market. Under state law, deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2021, the Clerk had \$982,443 in deposits (\$1,201,023 collected bank balance), held in three local banks. These deposits are secured from risk by \$804,188 in Federal Deposit Insurance, pledged securities with a market value of \$530,693, and an irrevocable standby letter of credit from the Federal Home Loan Bank of Dallas in the amount of \$200,000. The pledged securities are held by a custodial bank in the name of the pledged institution (fiscal agent). However, State Law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten (10) days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

NOTE 3 – INVESTMENTS

Included in the investment balance at year-end is \$223,344 held by the Louisiana Asset Management Pool. LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities that have contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

Generally accepted accounting principles require disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

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

- Credit Risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial Credit Risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of Credit Risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest Rate Risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 53 days as of June 30, 2021.
- Foreign Currency Risk: Not applicable

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

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

NOTE 4 - RECEIVABLES

Receivables at June 30, 2021 consisted entirely of amounts charged for services, totaling \$45,418. An allowance for doubtful receivables is not required because all receivables are considered collectible.

NOTE 5 – CAPITAL ASSETS

Capital Asset balances and activity for the year ended June 30, 2021 is as follows:

	Balance as of June 30, 2020	Additions	Deletions	Balance as of June 30, 2021
Depreciable Capital Assets				
Machinery & Equipment	370,517	----	----	370,517
Furniture and Fixtures	1,548	----	----	1,548
Other Assets	95,353	----	----	95,353
Accumulated Depreciation	(426,564)	(14,716)	----	(441,280)
<u>Net Capital Assets</u>	<u>40,854</u>	<u>(14,716)</u>		<u>26,138</u>

NOTE 6 - PENSION PLAN

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

	<u>Net Pension Liability</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Louisiana Clerks' of Court Retirement and Relief Fund	\$ 975,528	\$ 450,950	\$ 17,795

Plan Description

A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of 55 (age 65 if hired on or after January 1, 2011) or more and terminating employment. Regular retirement benefits, payable monthly for life, equal 3 % of the member's average final compensation multiplied by the number of years of credited service, not to exceed one hundred percent of the monthly average final compensation. The retirement benefit accrual rate is increased to 3^{1/3} % for all service credit accrued after June 30, 1999 (For all members hired prior to January 1, 2011). For members hired before July 1, 2006 and who retire prior to January 1, 2011, monthly average final compensation is based on the highest 36 consecutive months, with a limit

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

increase of 10% in each of the last three years of measurement. For members hired after July 1, 2006, monthly average final compensation is based on the highest compensated 60 consecutive months, or successive joined months if service was interrupted, with a limit increase of 10% in each of the last five years of measurement. For members who were employed prior to July 1, 2006 and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

Disability Benefits

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

Survivor Benefits

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

Deferred Retirement Option Plan

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

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

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

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

The average compensation used to calculate the additional benefit is that used to calculate the original benefit unless his period of additional service is at least 36 months. In no even can the entire monthly benefit amount paid to the retiree exceed 100% of the average compensation used to computer the additional benefit. If a participant dies during the period of participation in the program, a lump sum payment equal to his account balance is paid to his named beneficiary, or if none, to his estate.

Cost of Living Adjustments

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

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

In lieu of granting a cost-of-living increase as described above, LA statues allow the board to grant a cost-of-living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost-of-living amount which cannot exceed \$1.

Funding Policy. According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2019, the actual employer contribution rate was 19%. 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, but are not considered special funding situations.

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

Financial Summary – The plan description, funding policies and financial information provides a summary of the Plan provisions and finances. For additional details, the System issues an annual publicly available stand-alone financial report. The financial report includes information about the plan’s assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fiduciary net position. The report can be obtained on the internet at www.laclerksofcourt.org. The plans net pension liability was determined at June 30, 2020 (measurement date and actuarial valuation date) and details are provided as follows:

Total Pension Liability	\$ 862,128,293
Plan Fiduciary Net Position	<u>\$ 621,541,786</u>
Net Pension Liability	<u>\$ 240,586,507</u>
Clerk’s Proportionate Share (Percentage)	<u>0.40548%</u>
Clerk’s Proportionate Share (Amount)	<u>\$ 975,528</u>

The net pension liability presented above was not affected by any special funding situations. Changes in the Clerk’s proportionate share of Plan’s net pension liability during the measurement period ending June 30, 2020 are provided as follows:

Beginning Net Pension Liability	737,882
Employer Contributions	(76,470)
<u>Pension Expense</u>	
Proportionate Share of Plan Pension Expense	203,252
Changes in Proportion	----
Changes in Benefit Terms	----
Employee Contributions	<u>(46,928)</u>
Changes in Deferred Outflows of Resources	160,146
Changes in Deferred Inflows of Resources	<u>(2,354)</u>
Ending Net Pension Liability	<u>975,528</u>

There were no changes between June 30, 2021 and the Plan’s measurement date that are expected to have a significant effect on the Clerk’s proportionate share of the collective net pension liability. Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net
Differences Between Expected and Actual Experience	\$ 12,189	\$ 12,067	\$ 122
Net Difference Between Projected and Actual Investment			
Earnings on Pension Plan Investments	209,080	----	209,080
Changes of Assumptions	86,521	----	86,521
Changes in Proportion	59,990	5,728	54,262
Employer Contributions Made After the Measurement Date	83,170	----	83,170
Total Deferrals	450,950	17,795	433,155
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	(83,170)	----	(83,170)
Deferrals Subject to Amortization	<u>\$ 367,780</u>	<u>\$ 17,795</u>	<u>\$ 349,985</u>

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

<u>For the Year Ending:</u>	
June 30, 2021	\$ 88,838
June 30, 2022	115,287
June 30, 2023	90,520
June 30, 2024	<u>55,340</u>
Total	<u>\$ 349,985</u>

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

Valuation Date	June 30, 2020
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions: Investment Rate of Return	6.75%, net of investment expense
Projected Salary Increases	1-5 Years of Service – 6.2% 5 Years or More – 5%

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

Inflation Rate	2.50 %
Mortality Rates	Pub. – 2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 Improvement Scale.
Expected Remaining Service Lives	2020 – 5 years 2019 – 5 years 2018 - 5 years 2017 - 5 years 2016 - 5 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were not deemed to be substantively automatic.

The mortality rate assumption used was verified by combining data from this plan with 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 System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the expected real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 6.18%, for the year ended June 30, 2020. The best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2020 is summarized in the following table:

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Domestic and International	20.00%	2.50-3.50%
Domestic Equity:	33.00%	7.50%
International Equity	22.00%	8.50%
Real Estate	15.00%	4.50%
Hedge Funds	10.00%	6.59%
	<u>100.00%</u>	

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity to changes in the discount has been determined by measuring net pension liability at a discount rate that is one percentage point lower and one percentage point higher than the current rate. The results are presented as follows:

	<u>1% Decrease 5.75% Discount Rate</u>	<u>Current Discount Rate 6.75%</u>	<u>1% Increase 7.75 % Discount Rate</u>
Net Pension Liability	\$ 1,361,335	\$ 975,528	\$ 650,340

NOTE 7- OTHER POSTEMPLOYMENT BENEFITS

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

Benefits Provided – Medical, dental, vision, and life benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees are covered by the Louisiana Clerks' of Court Retirement and Relief Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: Attainment of age 55 and 12 years of service; or, attainment of age 60 and

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

12 years of service; employees hired on and after January 1, 2011 are not able to retire or enter DROP until age 60 without actuarial reduction in benefits.

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

Employees covered by benefit terms – At June 30, 2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	2
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	8
	<u>10</u>

Total OPEB Liability

The Clerk's total OPEB liability of \$931,391 was measured as of June 30, 2021 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and other inputs – The total OPEB liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.0%
Salary increases	3.0%, including inflation
Prior Discount rate	2.21% annually
Discount rate	2.16% annually
Healthcare cost trend rates	Flat 5.5% annually until 2030, then 4.5%
Mortality	SOA RP-2014 Table

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2021, the end of the applicable measurement period.

The actuarial assumptions used in the June 30, 2021 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2021.

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

Changes in the Total OPEB Liability

Balance at June 30, 2020	\$ 847,778
Changes for the year:	
Service cost	30,302
Interest	19,071
Differences between expected and actual experience	42,488
Changes in assumptions	7,964
Benefit payments and net transfers	(16,212)
Net changes	83,613
Balance at June 30, 2021	\$ 931,391

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 (1.16%) or 1-percentage-point higher (3.16%) than the current discount rate:

	1.0% Decrease (1.16%)	Current Discount Rate (2.16%)	1.0% Increase (3.16%)
Total OPEB liability	\$ 1,130,057	\$ 931,391	\$ 779,612

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

	1.0% Decrease (4.5%)	Current Trend (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$ 818,361	\$ 931,391	\$ 1,077,696

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

For the year ended June 30, 2021, the Clerk recognized OPEB expense of \$91,531. At June 30, 2021, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 171,694	\$ -
Changes in assumptions	143,421	(14,755)
Total	\$ 315,115	\$ (14,755)

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

Years ending June 30:	
2022	42,158
2023	42,158
2024	42,158
2025	42,158
2026	42,158
Thereafter	89,568

NOTE 8 – EXPENDITURES PAID BY THE POLICE JURY

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

NOTE 9 - CHANGES IN FIDUCIARY FUND UNSETTLED DEPOSITS

A summary of changes in agency fund unsettled deposits follows:

	Unsettled Deposits at June 30, 2020	Additions	Reductions	Unsettled Deposits at June 30, 2021
Advance Deposit Fund	442,456	371,775	487,720	326,511
Registry of Court Fund	276,221	857	5,520	271,558
Child Support Fund	1,319	4,631	4,494	1,455
Total	719,996	377,263	497,734	599,524

NOTE 10- DEFERRED COMPENSATION PLAN

All of the employees of the Grant Parish Clerk of Court are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 100% of their salary (not to exceed \$19,000 a year) to the plan on a pre-tax basis. The contributions are withheld from the employee’s paycheck and the Clerk matches 3% of the employee’s contribution. The contributions are fully vested immediately and remitted to a third-party administrator each pay period, where they are deposited to an account in the employee’s name. The Grant Parish Clerk of Court does not

Grant Parish Clerk of Court

Notes to Financial Statements

June 30, 2021

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, 2021, the Clerk's matching funds totaled \$ 10,558.

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

Grant Parish Clerk of Court

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balances

Budget and Actual

Year Ended June 30, 2021

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Charges for Services				
Recording	\$ 269,000	\$ 350,000	\$ 358,131	\$ 8,131
Copies/Certified Copies	23,000	30,000	31,078	1,078
Mortgage Certificates	2,500	4,000	4,695	695
Research Fees	19,000	17,000	17,609	609
Clerk's Certificates	1,000	700	600	(100)
Notarial Fees	5,000	5,000	5,386	386
Cancellations	1,200	2,000	2,337	337
Fax Fees	500	800	888	88
Postage	500	500	639	139
Civil Suit Filing Fees	270,000	230,000	243,946	13,946
Criminal Filing Fees	40,000	40,000	46,577	6,577
Child Support Filing Fees	10,000	2,000	5,115	3,115
Court Attendance ee	5,000	2,000	1,570	(430)
Juvenile Filing Fees	500	400	1,050	650
UCC Filing Fees	33,000	40,000	49,446	9,446
Preparation of Deeds	3,000	4,000	3,240	(760)
Marriage Licenses Fees	1,500	2,000	3,099	1,099
Reimburse Election Expense	4,000	8,000	7,362	(638)
Qualifying Fees	9,000	5,000	4,198	(802)
Birth/Death Certificates	5,000	6,000	7,265	1,265
Miscellaneous Income	12,500	8,000	8,163	163
Clerk's Suppl Comp Receipts	25,000	24,000	24,600	600
Interest Income	5,000	3,000	3,200	200
Grant Revenues	-	-	-	-
Total revenues	745,200	784,400	830,194	45,794
Expenses:				
Payroll Expenses	450,000	440,000	432,378	7,622
Payroll Taxes & Benefits	168,000	260,000	145,596	114,404
Office Expense	55,000	60,000	59,100	900
Insurance Expense	70,000	70,000	62,164	7,836
Filing Fees	36,000	30,000	27,163	2,837
Legal and Professional Fees	31,000	7,000	15,597	(8,597)
Miscellaneous Expense	48,000	11,000	2,653	8,347
Capital Expenditures	-	-	-	-
Total Expenses	858,000	878,000	744,651	133,349
Excess (deficiency) of revenues over expenditures	(112,800)	(93,600)	85,543	179,143
Fund balance - beginning of year	413,543	413,543	560,996	147,453
Fund balance - end of year	\$ 300,743	\$ 319,943	\$ 646,539	\$ 326,596

Grant Parish Clerk of Court

Schedule of Changes in Net OPEB Liability **Retiree Healthcare Plan**

	For the Year Ended June 30, 2018	For the Year Ended June 30, 2019	For the Year Ended June 30, 2020	For the Year Ended June 30, 2021
<u>Total OPEB Liability</u>				
Beginning Balance	\$ 465,258	\$ 468,902	\$ 549,701	847,778
Service Cost	11,999	11,220	18,474	30,302
Interest	17,086	18,364	19,563	19,071
Changes in Assumptions	(22,133)	31,811	145,693	7,964
Differences Between Expected and Actual Experience	11,840	35,385	129,714	42,488
Benefit Payments	(15,148)	(15,981)	(15,367)	(16,212)
Ending Balance	<u>468,902</u>	<u>549,701</u>	<u>847,778</u>	<u>931,391</u>
<u>Fiduciary Net Position</u>				
Beginning Balance	-	-	-	-
Employer Contributions	15,148	15,981	15,367	16,212
Benefit Payments	(15,148)	(15,981)	(15,367)	(16,212)
Ending Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net OPEB Liability	<u>\$ 468,902</u>	<u>\$ 549,701</u>	<u>\$ 847,778</u>	<u>\$ 931,391</u>
Fiduciary Net Position as a Percentage of the Total OPEB Liability	0.0%	0.0%	0.0%	0.0%
Covered Payroll	\$ 313,895	\$ 323,312	\$ 395,926	\$ 407,804
Net OPEB Liability as a Percentage of Covered Payroll	149.38%	170.02%	214.13%	228.39%
Notes to Schedule:				
<i>Benefit Change:</i>	None	None	None	None
<i>Changes of Assumptions:</i>				
<i>Discount Rate:</i>	3.50%	3.50%	2.21%	2.16%
<i>Mortality</i>	RP-2000	RP-2000	RP-2014	RP-2014
<i>Trend</i>	5.50%	5.50%	Variable	Variable

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

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

Grant Parish Clerk of Court

Schedule of Net Pension Liability Data Cost Sharing Retirement Systems

Retirement System / Measurement Date	Share of Collective Net Pension Liability		Covered Payroll	Net Pension Liability as a Percentage of Covered Payroll	Pension Plans Fiduciary Net Position as a Percentage of Total Pension Liability
	Percent	Amount		Covered Payroll	Liability
Clerk's Retirement and Relief Fund					
June 30, 2014	0.33647%	453,846	328,671	138.1%	79.37%
June 30, 2015	0.36380%	545,663	314,542	173.5%	78.13%
June 30, 2016	0.34330%	635,091	295,164	215.2%	74.17%
June 30, 2017	0.32718%	495,005	321,900	153.8%	79.69%
June 30, 2018	0.35458%	589,780	329,289	179.1%	79.07%
June 30, 2019	0.40633%	737,883	386,615	190.9%	77.93%
June 30, 2020	0.40548%	975,528	394,278	247.4%	72.09%

Notes to Schedule:

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

Grant Parish Clerk of Court

Schedule of Employer Contributions

Cost Sharing Retirement Systems

Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference Between Required and Recognized Contributions	Covered Payroll	Contributions Recognized as a Percentage of Covered Payroll
Louisiana Clerks' of Court Retirement and Relief Fund					
June 30, 2014	62,448	62,348	100	328,671	18.97%
June 30, 2015	59,763	59,763	-	314,542	19.00%
June 30, 2016	56,081	56,081	-	295,164	19.00%
June 30, 2017	61,161	61,161	-	321,900	19.00%
June 30, 2018	62,552	62,565	(13)	329,289	19.00%
June 30, 2019	73,457	73,457	-	386,615	19.00%
June 30, 2020	76,470	74,913	1,557	394,278	19.39%

Notes to Schedule:

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

Grant Parish Clerk of Court

Schedule of Agency Head Reimbursements

Year Ended June 30, 2021

	Randall Briggs
Salary/Wages	
Compensation	\$ 110,154
Supplemental Pay	\$ 24,600
Expense Allowance	\$ 13,355
Benefits	
Health Insurance	\$ 10,342
Retirement	\$ 42,623
Auto Allowance	\$ 14,400
Payroll Taxes	\$ 2,383
Election Pay	\$ 1,800
Reimbursements	\$ -

Grant Parish Clerk of Court

Justice System Funding Schedule - Collecting / Disbursing Entity

As Required by Act 87 of the 2020 Regular Legislative Session -

Cash Basis Presentation

For the Year Ended June 30, 2021

	First Six Month Period Ended December 31, 2020	Second Six Month Period Ended June 30, 2021
Beginning Balance of Amounts Collected	\$ 439,695	\$ 363,035
Add: Collections		
Civil Fees	180,230	178,005
Bond Fees	8,300	5,240
Interest Earnings on Collected Balances	33	50
Criminal Criminal/Costs/Fees	-	-
Subtotal Collections	<u>188,563</u>	<u>183,295</u>
Less: Disbursements to Governments & Nonprofits		
Grant Parish Sheriff's Office	10,349	14,430
Louisiana Secretary of State	350	750
Curator Fees	4,757	1,371
Other Sheriff Fees	5,462	6,186
Judge's Supplemental Fund	5,701	7,254
Judicial Expense Fund	5,498	7,264
Commissioner of Insurance	95	60
Louisiana Supreme Court	113	137
Other Disbursements	-	295
Less: Amounts Retained by the Grant Parish Clerk of Court		
Self Disbursed Court Cost	116,531	127,415
Less: Disbursements to Individuals		
Civil Fee Refunds	<u>116,367</u>	<u>57,552</u>
Subtotal Disbursements / Retainage	<u>265,223</u>	<u>222,714</u>
Ending Balance of Amounts Collected but not Disbursed	\$ <u>363,035</u>	\$ <u>323,616</u>



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

October 29, 2021

The Honorable Randall Briggs
Grant Parish Clerk of Court
Colfax, LA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Grant Parish Clerk of Court, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Grant Parish Clerk of Court's basic financial statements and have issued our report thereon dated October 29, 2021.

Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Therefore, material weaknesses or significant deficiencies may exist that have been identified. We did identify certain deficiencies in internal control, described

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in the accompanying schedule of findings as items 2021-001 that we consider to be material weaknesses.

COMPLIANCE AND OTHER MATTERS

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

The Clerk of Court's response to the findings identified in our audit is described in the accompanying schedule of findings. The response was not subjected to the auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on it.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rozier, McKay, & Willis
Certified Public Accountants

Alexandria, Louisiana
October 29, 2021

GRANT PARISH CLERK OF COURT

Schedule of Findings

For the Year Ended June 30, 2021

PART I - SUMMARY OF AUDITOR'S RESULTS:

- The Independent Auditor's Report on the primary government financial statements for the Grant Parish Clerk of Court as of June 30, 2021 and for the year then ended expressed an unqualified opinion.
- The results of the audit disclosed one material weaknesses, reported at (2021-001)
- The result of the audit did not disclose any instances of noncompliance required to be reported in accordance with general accepted governmental auditing standards.

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

Finding 2021-001: Reconciliation of Accounts:

Criteria: Louisiana Revised Statutes require the Clerk to reconcile the individual suit balances in the Clerk's Advance Deposit Fund with the corresponding unsettled deposits. In addition, amounts in the Advance Deposit Fund are required to be remitted to the state treasury after 5 years of inactivity.

Condition: The Clerk was unable to reconcile the Advance Deposit Fund with the corresponding unsettled deposits, and had not remitted all required amounts to the state treasury.

Cause: Before the current Clerk was in office, the records were not maintained in such a fashion as to easily reconcile the Advance Deposit Fund, or identify all parties involved in litigation.

Effect: The Clerk was not in compliance with Louisiana Revised Statute requirements.

Recommendation: We recommend that the Clerk continue its efforts to reconcile the Advance Deposit fund to the underlying suit balances, and remit all required amounts to the State Treasury.

**Grant Parish Clerk of Court
 Management's Corrective Action Plan
 June 30, 2021**

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
FINDINGS:	RESPONSE:
<p><u>Finding 2021-001: Reconciliation of Accounts:</u> The Clerk of Court has not reconciled the individual suit balances in the Clerk's Advance Deposit Fund with the corresponding unsettled deposits liability. In addition, amounts in the Advance Deposit Fund are required to be remitted to the state treasury after 5 years of inactivity, which had not been done at the end of the fiscal year.</p>	<p><u>Response:</u> The Clerk's Office has monitored the monthly deposits and disbursements during the year ended June 30, 2021, and has been able to reconcile all current year activity to the unsettled deposits liability. In addition, management has completed the process of reconciling accounts, and plans to remit monies to the state treasury by the end of the next fiscal year.</p>
SECTION II MANAGEMENT LETTER	
N/A- No Management Letter issued.	Response – N/A

Grant Parish Clerk of Court
Summary of Prior Year Findings
June 30, 2021

SECTION I	
INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
FINDINGS:	RESPONSE:
<p><u>Finding 2020-1: Reconciliation of Accounts:</u> The Clerk of Court has not reconciled the individual suit balances in the Clerk’s Advance Deposit Fund with the corresponding unsettled deposits liability. In addition, amounts in the Advance Deposit Fund are required to be remitted to the state treasury after 5 years of inactivity, which had not been done at the end of the fiscal year.</p>	<p><u>Unresolved – See Finding 2021-001</u></p>
SECTION II	
MANAGEMENT LETTER	
<p>N/A- No Management Letter issued.</p>	<p>Response – N/A</p>