

ST. HELENA PARISH CLERK OF COURT  
GREENSBURG, LOUISIANA

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ANNUAL FINANCIAL STATEMENTS

As of and for the Year Ended June 30, 2017

PHIL HEBERT  
CERTIFIED PUBLIC ACCOUNTANT  
A PROFESSIONAL ACCOUNTING CORPORATION

**St. Helena Parish Clerk of Court**  
**Annual Financial Statements**  
**As of and for the Year Ended June 30, 2017**  
**With Supplemental Information Schedules**

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**St. Helena Parish Clerk of Court**  
**Annual Financial Statements**  
**As of and for the Year Ended June 30, 2017**  
**With Supplemental Information Schedules**

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## Phil Hebert, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

### Independent Auditor's Report

To the Honorable Mildred Cyprian  
St. Helena Parish Clerk of Court  
P.O. Box 308  
Greensburg, LA 70441

#### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, Greensburg, Louisiana, a component unit of the St. Helena Parish Police Jury, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the St. Helena Parish Clerk of Court's basic financial statements as listed in the table of contents.

#### Management's Responsibility for the Financial Statements

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

#### Auditor's Responsibility

Our responsibility is to express opinions 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, 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 financial statements are free from 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 misstatements 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 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 presentation of the financial statements.

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

## **Opinions**

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, as of June 30, 2017, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5-10 and page 42, Schedule of Funding Progress for the Retiree Benefits on page 43, Schedule of the St. Helena Parish Clerk of Court's Proportionate Share of the Net Pension Liability on page 44, and the Schedule of the St. Helena Parish Clerk of Court's Contributions on page 45 be presented to supplement the basic financial statements. Such information, although not a required 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 and 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 Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. Helena Parish Clerk of Court's basic financial statements. The Schedule of Changes in Unsettled Deposits – Fiduciary Funds – Agency Funds and the Schedule of Compensation, Benefits, and Other Payments to Agency Head are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Changes in Unsettled Deposits – Fiduciary Funds – Agency Funds and the Schedule of Compensation, Benefits, and Other Payments to Agency Head are the responsibility of management and were derived from and relate 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 themselves 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 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 Changes in Unsettled Deposits – Fiduciary Funds – Agency Funds and the Schedule of Compensation, Benefits, and Other Payments to Agency Head 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 December 29, 2017, on our consideration of St. Helena Parish 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 St. Helena Parish Clerk of Court's internal control over financial reporting and compliance.

*Phil Hebert*

Phil Hebert, CPA  
A Professional Accounting Corporation  
Ponchatoula, Louisiana

December 29, 2017

Required Supplemental Information (Part I)  
Management's Discussion and Analysis

**St. Helena Parish Clerk of Court  
Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2017**

**Introduction**

The St. Helena Parish Clerk of Court is pleased to present its Annual Financial Statements developed in compliance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - Management's Discussion and Analysis - For State and Local Governments* (GASB 34), as amended, as described in Footnote 1 – *Summary of Significant Accounting Policies*.

The Clerk's discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Clerk's financial activity, (c) identify changes in the Clerk's financial position, (d) identify any significant variations from the Clerk's financial plan, and (e) identify individual fund issues or concerns.

Since Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the Clerk's financial statements on pages 12 through 19 of this report.

**Financial Highlights**

- At June 30, 2017, the Clerk's liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources by \$495,442 (net position) due to recording pension liability.
- For the year ended June 30, 2017, the Clerk's total net position decreased by \$54,296, before prior period adjustment.
- The Clerk's charges for services increased by \$29,716 to \$454,794, as compared to \$425,078 for the prior fiscal year.
- The Clerk's program expenses decreased by \$5,160 to \$547,371, as compared to \$552,531 for the prior fiscal year.

**Overview of the Annual Financial Report**

The financial statement focus is on both the Clerk as a whole and on the major individual funds. Both perspectives, government-wide and major funds, allow the user to address relevant questions, broaden a basis for comparison, and enhance the Clerk's accountability. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The MD&A is intended to serve as an introduction to the Clerk's basic financial statements, which consist of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

**St. Helena Parish Clerk of Court  
Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2017**

**Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the Clerk's finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on the Clerk's assets and liabilities using the accrual basis of accounting, in a manner similar to the accounting used by private business enterprises. The difference between the assets and liabilities is reported as net position. Over time, the increases or decreases in net position and changes in the components of net position may serve as a useful indicator of whether the financial position of the Clerk is improving or deteriorating.

The Statement of Activities presents information showing how the Clerk's net position changed during the most recent fiscal year, focusing on both the gross and net costs of various activities that are supported by the Clerk's various revenues. This is intended to summarize and simplify the reader's analysis of the cost of various governmental services.

In both of the government-wide financial statements, the Clerk's activities are of a single type:

Governmental activities - Most of the Clerk's basic services are reported here, and are financed primarily through charges for services.

The government - wide financial statements can be found on pages 12 and 13 of this report.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related and legal requirements. The Clerk uses two categories of funds to account for financial transactions: governmental funds and fiduciary funds. Traditional users of governmental financial statements will find the fund financial statements presentation more familiar.

Governmental funds are used to account for most of the Clerk's basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances that are left at year-end that are available for spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Clerk's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk's programs. The basic governmental fund financial statements can be found on pages 15 through 18 of this report.

Fiduciary funds are used to account for assets held on behalf of outside parties. The only funds accounted for in this category by the Clerk are agency funds. The agency funds account for assets held by the Clerk as an agent for others. These funds are custodial in nature and do not involve measurement of results of operations. The basic fiduciary fund financial statement can be found on page 19 of this report.

**St. Helena Parish Clerk of Court  
Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2017**

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for government funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the Clerk's more immediate decisions on the current use of financial resources. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

**Notes to the Financial Statements**

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

**Government-Wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The following table provides a summary of the Clerk's net position for the current year as compared to the prior year. For more detailed information, see the Statement of Net Position on page 12 in this report.

**Net Position  
2017 and 2016**

	<b>Governmental Activities</b>	
	<b>2017</b>	<b>2016</b>
		<b>(Restated)</b>
<b>Assets:</b>		
Current and Other Assets	\$ 29,577	\$ 65,165
Capital Assets	33,905	47,029
Total Assets	<u>63,482</u>	<u>112,194</u>
Deferred outflows of resources	<u>284,652</u>	<u>172,236</u>
Total Assets and Deferred outflows of resources	<u>348,134</u>	<u>284,430</u>
<b>Liabilities:</b>		
Long-Term Debt Outstanding	786,923	647,792
Other Liabilities	21,965	12,727
Total Liabilities	<u>808,888</u>	<u>660,519</u>
Deferred inflows of resources	<u>34,688</u>	<u>65,988</u>
Total Liabilities and Deferred inflows of resources	<u>843,576</u>	<u>726,507</u>
<b>Net Position:</b>		
Net Investment in Capital Assets	33,905	47,029
Unrestricted	(529,347)	(489,106)
Total Net Position	<u>\$ (495,442)</u>	<u>\$ (442,077)</u>

The Clerk's activities decreased its total net position by \$54,296, before prior period adjustment.

**St. Helena Parish Clerk of Court  
Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2017**

In order to further understand what makes up the changes in net position, the following table provides a summary of the results of the Clerk's activities for the current year as compared to the prior year. An analysis of the primary sources of these changes follows the table.

**Changes in Net Position  
For the years ended June 30, 2017 and 2016**

	Governmental Activities	
	2017	2016
Revenues:		<b>(Restated)</b>
Program Revenues:		
Charges for Services	\$ 454,794	\$ 425,078
Operating Grants	38,041	37,094
General Revenues:		
Interest Income	240	306
Total Revenues	<u>493,075</u>	<u>462,478</u>
Expenses:		
General Government	547,371	552,531
Total Expenses	<u>547,371</u>	<u>552,531</u>
Change in Net Position	<u>(54,296)</u>	<u>(90,053)</u>
Net Position, Beginning	(449,687)	(359,634)
Prior Period Adjustments	8,541	8,541
Net Assets - Beginning (Restated)	<u>(441,146)</u>	<u>(351,093)</u>
Net Position - Ending	<u>\$ (495,442)</u>	<u>\$ (441,146)</u>

**Governmental Activities**

The Clerk's governmental net position decreased by \$54,296, before the prior period adjustment, or 12% of the prior year ending net position, to \$(495,442). This is despite a \$29,716 increase in charges for services and a \$5,160 decrease in expenses.

Revenues increased in the current year primarily due to an increase of \$21,752 in civil fees, and \$14,817 increase recording legal documents. Qualifying fees decreased \$8,497.

The total decrease in expenses is due primarily to salaries of \$35,823, \$8,690 in qualifying fees expense, and increases in retirement expense of \$36,516.

**St. Helena Parish Clerk of Court  
Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2017**

**Fund Financial Analysis**

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

**Governmental Funds**

The focus of the Clerk's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Clerk's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Clerk's net resources available for spending at the end of the year.

At the end of the current year, the Clerk's governmental funds reported an ending fund balance of \$7,612 all of which was available for spending at the Clerk's discretion. This represents a decrease of \$45,757 or approximately 86% of the prior year's ending balance.

**Fiduciary Funds**

Fiduciary fund reporting focuses on net position and changes in net position. The only funds accounted for in this category by the Clerk are agency funds. The agency funds account for assets held by the Clerk as an agent for others. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**Governmental Fund Budgetary Highlights**

The St. Helena Parish Clerk of Court is required to demonstrate legal compliance by adopting and amending its budget in accordance with provisions of the Local Government Budget Act. State law requires that actual revenues and other sources not be less than five percent of budgeted revenues and other sources, and actual expenditures and other uses not be greater than five percent of budgeted expenditures and other uses. The Clerk's General Fund was not in compliance with the Local Government Budget Act for the fiscal year ending June 30, 2017. This was due to final actual revenue amounts being under budgeted revenues by more than 5% of budgeted revenues.

For the general fund, final actual revenue amounts were under budgeted revenues by \$26,841 or 5.6%. Final actual expenditure amounts were below budgeted expenditures by \$24,909.

**St. Helena Parish Clerk of Court  
Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2017**

**Capital Assets**

At the end of the fiscal year ending June 30, 2017, St. Helena Parish Clerk of Court's had \$33,905 (net of accumulated depreciation) recorded in capital assets. The following table provides a summary of the Clerk's capital assets (net of depreciation) at the end of the current year as compared to the prior year. For more detailed information, see Note 5 to the financial statements in this report.

**Capital Assets (Net of Depreciation)  
2017 and 2016**

<b>Capital Assets</b>	<b>Governmental Activities</b>	
	<b>2017</b>	<b>2016</b>
	\$	\$
Furniture and Fixtures	1,899	1,899
Computer and Software	136,571	136,571
Equipment	153	153
Less: Accumulated Depreciation	(104,718)	(91,594)
<b>Capital Assets, Net</b>	<b>\$ 33,905</b>	<b>\$ 47,029</b>

The Clerk did not have any asset additions or disposals during the current year. The decrease during the fiscal year ending June 30, 2017, was for depreciation expense.

**Other Factors Affecting the Clerk**

The St. Helena Parish Clerk of Court's management approach is conservative. The Clerk actively monitors revenues and expenses and attempts to provide services for the office based on existing revenues.

**Contacting the Clerk's Financial Management**

This financial report is designed to provide the Clerk's user with a general overview of the Clerk's finances and show the Clerk's accountability for the money it receives. Questions regarding this report or requests for additional information should be addressed to the St. Helena Parish Clerk of Court at Post Office Box 308, Greensburg, Louisiana 70441, telephone (225) 222-4514.

**Basic Financial Statements**  
Government-Wide Financial Statements

**St. Helena Parish Clerk of Court  
Statement of Net Position  
As of June 30, 2017**

**Statement A**

	<u><b>Governmental Activities</b></u>
<b>Assets</b>	
Current Assets:	
Cash and Cash Equivalents	\$ 14,552
Investments	15,025
Total Current Assets	<u>29,577</u>
Capital Assets:	
Capital Assets, Net	33,905
Total Capital Assets	<u>33,905</u>
<b>Total Assets</b>	<u>63,482</u>
<b>Deferred Outflows of Resources</b>	
Pension Related	<u>284,652</u>
Total Deferred Outflows of Resources	<u>284,652</u>
Total Assets and Deferred outflows of resources	<u>\$ 348,134</u>
<b>Liabilities</b>	
Current Liabilities:	
Accounts Payable	\$ 21,965
Total Current Liabilities	<u>21,965</u>
Long Term Liabilities:	
Net Pension liability	670,902
Other Post-Employment Benefits	116,021
Total Long Term Liabilities	<u>786,923</u>
<b>Total Liabilities</b>	<u>808,888</u>
<b>Deferred Inflows of Resources</b>	
Pension Related	<u>34,688</u>
Total Deferred Inflows of Resources	<u>34,688</u>
<b>Net Position</b>	
Net Investment in Capital Assets	33,905
Unrestricted	(529,347)
<b>Total Net Position</b>	<u>(495,442)</u>
Total Liabilities, Deferred inflows of resources and net position	<u>\$ 348,134</u>

The accompanying notes are an integral part of this statement.

## Statement B

St. Helena Parish Clerk of Court  
Statement of Activities  
For the Year Ended June 30, 2017

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Capital Grants &amp; Contri- butions</u>	<u>Net (Expenses) Revenues and Change in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants &amp; Contri- butions</u>		
<b>Governmental Activities</b>					
General Government	\$ 547,371	\$ 454,794	\$ 38,041	\$ -	(54,536)
<b>Total Governmental Activities</b>	<u>547,371</u>	<u>454,794</u>	<u>38,041</u>	<u>-</u>	<u>(54,536)</u>
<b>General Revenues:</b>					
Interest Income					240
<b>Total General Revenues</b>					<u>240</u>
<b>Change in Net Position</b>					<u>(54,296)</u>
<b>Net Position, Beginning</b>					(449,687)
Prior Period Adjustments (Note 15)					8,541
<b>Net Position, Beginning (Restated)</b>					<u>(441,146)</u>
<b>Net Position, Ending</b>					<u>\$ (495,442)</u>

The accompanying notes are an integral part of this statement.

# Basic Financial Statements

## Fund Financial Statements

**St. Helena Parish Clerk of Court  
Balance Sheet- Governmental Funds  
As of June 30, 2017**

**Statement C**

	<u><b>General Fund</b></u>
<b>Assets</b>	
Cash and Equivalents	\$ 14,552
Investments	15,025
<b>Total Assets</b>	<u><u>\$ 29,577</u></u>
 <b>Liabilities and Fund Balances</b>	
Liabilities:	
Accounts Payable	\$ 10,841
Other Accrued Liabilities	11,124
<b>Total Liabilities</b>	<u><u>21,965</u></u>
 Fund Balances:	
Unassigned Fund Balances	<u>7,612</u>
<b>Total Fund Balances</b>	<u><u>7,612</u></u>
 <b>Total Liabilities and Fund Balances</b>	 <u><u>\$ 29,577</u></u>

The accompanying notes are an integral part of this statement.

**St. Helena Parish Clerk of Court**  
**Reconciliation of the Governmental Funds Balance Sheet**  
**to the Government-Wide Statement of Net Position**  
**As of June 30, 2017**

**Fund Balances, Total Governmental Funds (Statement C)** \$ 7,612

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

Capital assets used in the governmental activities are not financial resources and, therefore, are not reported in the governmental funds. Those assets consist of:

Capital Assets, cost	\$ 138,623	
Capital Assets, accumulated depreciation	<u>(104,718)</u>	33,905

General long-term debt of governmental activities is not payable from current resources and, therefore, not reported in the funds. This debt is:

Net pension Liability	\$ (670,902)		
Deferred outflows of resources	284,652		
Deferred inflows of resources	(34,688)		
Net OPEB Obligation Liability	<u>(116,021)</u>	<u>(536,959)</u>	<u>(503,054)</u>

**Net Position of Governmental Activities (Statement A)** \$ (495,442)

The accompanying notes are an integral part of this statement.

## Statement E

**St. Helena Parish Clerk of Court  
Statement of Revenues, Expenditures and  
Changes in Fund Balance-Governmental Funds  
For the Year Ended June 30, 2017**

<b>Revenues</b>	<u><b>General Fund</b></u>
Fees, Charges & Commission	
Court Costs, Fees and Charges	\$ 267,077
Fees for Recording Legal Documents	117,936
Fees for Certified Copies	42,732
Interest Earnings	240
Licenses and Permits	4,294
Other Revenues	5
Clerk's Supplemental Pay	22,750
<b>Total Revenues</b>	<u>455,034</u>
 <b>Expenditures</b>	
<b>General Government</b>	
Accounting Fees	15,453
Birth Certificates	7,203
Conventions	584
Dues and Subscriptions	565
Election Expense	299
Insurance	2,000
Insurance, Health	31,339
Insurance, Worker's Comp	17
Marriage License Fees	354
Miscellaneous	9,944
Office Supplies	1,430
Payroll Taxes	4,732
Postage	2,190
Portal Fees	3,839
Retirement	80,904
Salaries	325,004
Supplemental Pay	3,920
Telephone	4,163
Unemployment	6,851
<b>Total Expenditures</b>	<u>500,791</u>
 <b>Net Change in Fund Balance</b>	<u>(45,757)</u>
 <b>Fund Balance, Beginning</b>	44,828
Prior Period Adjustments (Note 15)	8,541
<b>Fund Balance, Beginning (Restated)</b>	<u>53,369</u>
 <b>Fund Balance, Ending</b>	<u>\$ 7,612</u>

The accompanying notes are an integral part of this statement.

**St. Helena Parish Clerk of Court  
Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
For the Year ended June 30, 2017**

<b>Net Change in Fund Balances, Total Government Funds, Statement E</b>		\$ (45,757)
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p>		
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period:</p>		
Capital Outlay which is considered expenditures on the Statement of Revenues, Expenditures, and Changes in Fund Balances	-	
Less:		
Current year depreciation	<u>(13,124)</u>	(13,124)
The net change in the liability for OPEB is reported in the government-wide statements, but not in the governmental fund statements		(10,654)
Non-employer contributions to cost-sharing pension plan		38,041
Pension Expense		(22,802)
<b>Change in Net Position of Governmental Activities, Statement B</b>		<u><u>\$ (54,296)</u></u>

The accompanying notes are an integral part of this statement.

St. Helena Parish Clerk of Court  
Statement of Fiduciary Net Position-Agency Funds  
As of June 30, 2017

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Total Agency Funds</u>
<b>Assets</b>			
Cash and Cash Equivalents	\$ 41,662	\$ 198,154	\$ 239,816
Total Assets	<u>41,662</u>	<u>198,154</u>	<u>239,816</u>
<b>Liabilities</b>			
Due to Taxing Bodies and Others	<u>41,662</u>	<u>198,154</u>	<u>239,816</u>
Total Liabilities	<u>41,662</u>	<u>198,154</u>	<u>239,816</u>
<b>Net Position</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

# Basic Financial Statements

## Notes to the Financial Statements

**St. Helena Parish Clerk of Court  
Greensburg, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

**Introduction**

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the St. Helena 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.

**I. Summary of Significant Accounting Policies**

**A. Basis of Presentation**

The accompanying basic financial statements of the St. Helena 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 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, issued in June 1999, as amended by GASB Statements described in the following paragraphs.

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, effective for financial statement periods ending after December 15, 2012, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined *Deferred Outflows of Resources* as a consumption of net position by the government that is applicable to a future reporting period, and *Deferred Inflows of Resources* as an acquisition of net position by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities. GASB Concepts Statement 4 identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. The definition and reporting of net position is further described in *Footnote L – Net Position and Fund Equity*.

**B. Reporting Entity**

GASB Statement 14, as amended by GASB 61, establishes criteria for determining the reporting entity and component units that should be included within the reporting entity. The Clerk of Court is an independently elected official; however, the Clerk of Court is fiscally dependent on the St. Helena Parish Police Jury. The Police Jury maintains and operates the parish courthouse in which the Clerk of Court's office is located and provides funds for equipment and furniture of the Clerk of Court's office. Because the Clerk of Court is fiscally dependent on the Police Jury, the Clerk of Court was determined to be a component unit of the St. Helena Parish Police Jury, the financial reporting entity. As a component unit, the accompanying financial statements are to be included within the reporting of the primary government, either blended within those financial statements or separately reported as a discrete component unit.

The accompanying financial statements present information only on the funds maintained by the Clerk of Court and do not present information on the Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**St. Helena Parish Clerk of Court  
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**Notes to the Financial Statements  
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**C. Fund Accounting**

The 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 relating to certain Clerk functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

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

**General Fund** – the primary operating fund of the Clerk and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Clerk's policy.

**Fiduciary Funds** – focuses on net position and changes in net position. The funds accounted for in this category by the Clerk are agency funds. The agency funds 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 agency funds have no measurement focus, but use the modified accrual basis of accounting.

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

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

**D. Measurement Focus/Basis of Accounting**

**Fund Financial Statements (FFS)**

Separate financial statements are provided for governmental funds and fiduciary funds, even though the later are excluded from the government-wide financial statements. Major individual governmental funds are presented as separate columns in the fund financial statements.

Governmental fund financial statements, Statement C and E, are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

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However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

**Revenues**

Revenues from recordings, copies, and other services are recognized when they become measurable and available as net current assets (i.e. when the service is performed). Substantially 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.

**Other Financing Sources (Uses)**

Transfers between funds that are not expected to be repaid (and any other financial source/use) are accounted for as other financing sources (uses).

**Basic Financial Statements - Government-Wide Financial Statements (GWFS)**

The government-wide financial statements, Statements A and B, are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of the interfund activity, if applicable, has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

**E. Budgets**

The Clerk of Court uses the following budget practices:

The Clerk of Court prepares a budget prior to the beginning of each fiscal year based upon prior year and anticipated current year expenditures and anticipated revenues for the budget year.

The proposed budget is prepared on the modified accrual basis (GAAP) of accounting and is made available for public inspection at least 15 days prior to the beginning of each fiscal year. Appropriations lapse at the end of each fiscal year. The Clerk has the authority to make changes or amendments within various budget classifications.

**F. Cash, Cash Equivalents and Investments**

Cash includes amounts in demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of three

**St. Helena Parish Clerk of Court  
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**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

months or less from the date of acquisition. Under state law, the Clerk may deposit funds in demand deposits, interest bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Investments are reported at fair market value. Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the Clerk'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. At June 30, 2017, the Clerk had a certificate of deposit with an original maturity that exceeded 90 days in the amount of \$15,025. Interest earned on the certificate is paid to the General Fund upon maturity. The certificate of deposit is classified as an investment.

**G. Inventories and Prepaid Items**

The Clerk uses the purchase method for accounting for expendable supplies whereby expenditures are recognized when the items are purchased. The Clerk did not record any inventory at June 30, 2017. Certain payments for insurance reflect cost applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. However, the Clerk did not record any prepaid items at June 30, 2017.

**H. Receivables and Payables**

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends. In the governmental fund financial statements, receivables are recorded when they are both measurable and available.

**I. Capital Assets**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and Fixtures	7 Years
Equipment	5 Years
Computers and Software	5 Years

**J. Compensated Absences**

The Clerk has the following policy related to vacation and sick leave:

All employees with permanent status will be granted ten sick leave days and ten annual leave days. The employee will have until the end of the fiscal year to use their annual and sick leave days. Upon

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voluntary or involuntary termination, the employee may be compensated for unused annual leave, but will not be compensated for unused sick leave. As such, no liability exists at year end related to compensated absences.

**K. Comparative Data/Reclassifications**

Certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation. All prior period adjustments recorded in the current period have been reflected in the prior period data presented wherever possible.

**L. Net Position and Fund Equity**

GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*, required reclassification of net assets into three separate components. GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, revised the terminology by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. GASB Statement No. 63 requires the following components of net position:

- **Net Investment in Capital Assets Component of Net Position**

The *net investment in capital assets* component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of net investment in capital assets. Instead, that portion of the debt or deferred inflows of resources should be included in the same net position component (restricted or unrestricted) as the unspent amount.

- **Restricted Component of Net Position**

The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.

- **Unrestricted Component of Net Position**

The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

When both restricted and unrestricted resources are available for use, it is the Clerk's policy to use restricted resources first, then unrestricted resources as they are needed.

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In the fund statements, governmental fund equity is classified as fund balance. The Clerk of Court adopted GASB 54 for the year ended December 31, 2011. This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used.

- **Nonspendable.** These are amounts that cannot be spent either, because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- **Restricted.** These are amounts that can be spent only for specific purposes, because of constitutional provisions, enabling legislation or constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- **Committed.** These are amounts that can be used only for specific purposes determined by a formal decision of the highest level of decision making authority, which is the Clerk. To be reported as committed amounts, they cannot be used for any other purposes unless the government takes the same highest level action to remove or change the constraint.
- **Assigned.** These are amounts that do not meet the criteria to be classified as restricted or committed, but are intended to be used for specific purposes based on the discretion of the Clerk.
- **Unassigned.** These are all other spendable amounts that are available for any purpose, based on the discretion of the Clerk. Positive amounts are reported only in the general fund.

When restricted, committed, assigned, or unassigned fund balances are available, the Clerk considers amounts to have been spent first out of restricted funds, then committed funds, then assigned funds, and finally unassigned funds as needed, unless it has been provided for otherwise in the restriction, commitment, or assignment action.

**M. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Clerk, which are either unusual in nature or infrequent in occurrence.

**N. 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 amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

**O. Reconciliations of Government-Wide and Fund Financial Statements**

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position is presented in Statement D of the basic financial statements. Explanation of certain differences between the governmental fund statement of revenues, expenses, and changes in fund balances and the government-wide statement of activities is presented in Statement F of the basic financial statements.

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**Notes to the Financial Statements  
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**P. Long-Term Offerings**

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. Bond premiums and discounts, as well as issuance costs, were previously deferred and amortized over the life of the bonds using the effective interest method. Bonds payable were reported net of the applicable bond premium or discount.

The Clerk adopted GASB 65 for the fiscal year end December 31, 2012, which required governmental entities to expense bond issuance costs in the period incurred. The Clerk also adopted GASB 63, which has changed net assets to net position and utilizes deferred inflows and outflows.

In the fund financial statements, governmental fund types recognize bond premiums and discounts as well as bond issuance costs during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are now expended in the period occurred under GASB 65.

**2. Cash and Cash Equivalents**

At June 30, 2017, the Clerk has cash and cash equivalents (book balances) as follows:

Demand Deposits	\$ 85,111
Certificates of Deposits Held as Investments (Note 3)	15,025
Louisiana Asset Management Pool (LAMP)	<u>169,257</u>
	<u>\$ 269,393</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. 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.

Custodial credit risk as it relates to cash deposits is the risk that in the event of a bank failure, the government's deposits may not be returned. At June 30, 2017, the Clerk has \$115,924 in deposits other than LAMP (collected bank balances), consisting of \$100,899 in demand deposits and \$15,025 in certificates of deposits held as investments. The demand deposits of \$100,899 are secured from risk by federal deposit insurance of \$250,000. The \$15,025 in certificates of deposit is secured from risk by federal deposit insurance of \$250,000.

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

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The Clerk records its LAMP deposits within cash and cash equivalents.

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**3. Investments**

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the Clerk or its agent in the Clerk's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Clerk's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Clerk's name

At June 30, 2017, the Clerk had only one investment in a certificate of deposit for \$15,025. It is considered a category 1 type investment and is secured from risk by \$15,025 of federal deposit insurance. In accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, all investments are carried at fair market value, with the estimated fair market value based on quoted market prices.

In accordance with GASB Codification Section 150.165, the investment in LAMP at June 30, 2017, is not categorized in the three risk categories provided by GASB Codification Section 150.164 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. The investment in LAMP is stated at the value of the pool shares, which is the same as the fair value, and has been categorized as cash equivalents. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprised of the State Treasurer, representatives from various organizations of local government, the Government Finance Office Association of Louisiana, and the Society of Louisiana CPAs. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest.

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

While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2a7, which governs registered money market funds. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955.

GASB 40, Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

1. Credit risk: LAMP is rated AAA by Standard and Poor's
2. 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

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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.

3. Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.
4. Interest rate risk: 2a7-like investment pools are excluded from this disclosure requirement per paragraph 15 of the GASB 40 statement. However, 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 60 days, and consists of no securities with a maturity in excess of 397 days. The WAM for LAMP's total investments, as provided by LAMP, is 39 days as of June 30, 2017.
5. Foreign currency risk: Not applicable to 2a7-like pools.

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value 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 SEC as an investment company. LAMP, Inc. issues an annual publicly available financial report that includes financial statements and required supplementary information for LAMP, Inc. That report may be obtained by calling (800) 249-5267.

The Clerk records its LAMP deposits within cash and cash equivalents.

*Interest Rate Risk:* The Clerk does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value arising from increasing interest rates.

#### **4. Receivables**

The Clerk had no receivables at June 30, 2017.

**St. Helena Parish Clerk of Court  
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**5. Capital Assets**

Capital assets and depreciation activity as of and for the year ended June 30, 2017 for governmental activities is as follows:

<b>Governmental Activities Capital Assets:</b>	<b>Beginning</b>		<b>Increases</b>		<b>Decreases</b>		<b>Ending</b>
	<b>Balance</b>						<b>Balance</b>
Furniture and Fixtures	\$ 1,899	\$	-	\$	-	\$	1,899
Computers and Software	136,571		-		-		136,571
Equipment	153		-		-		153
<b>Total Capital Assets Being Depreciated</b>	<u>138,623</u>		<u>-</u>		<u>-</u>		<u>138,623</u>
Less Accumulated Depreciation for:							
Furniture and Fixtures	1,899		-		-		1,899
Computers and Software	89,542		13,124		-		102,666
Equipment	153		-		-		153
<b>Total Accumulated Depreciation</b>	<u>91,594</u>		<u>13,124</u>		<u>-</u>		<u>104,718</u>
<b>Total Governmental Activities Capital Assets, Net</b>	<u>\$ 47,029</u>	\$	<u>(13,124)</u>	\$	<u>-</u>	\$	<u>33,905</u>

Depreciation was charged to governmental functions as follows:

General Government	\$ 13,124
	<u>\$ 13,124</u>

The Clerk had no asset additions or dispositions during the fiscal year ended June 30, 2017.

**6. Pension Plan**

Substantially all employees of the Clerk of Court's office are members of Louisiana Clerk of Court's Retirement and Relief Fund (System), a cost sharing multiple-employer defined benefit pension plan administered by a separate board of trustees.

The System issues an annual publicly available financial report that includes financial statements and required supplemental information for the System. That report may be obtained by writing to the Louisiana Clerk of Court's Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162. The plan can also be found on the Louisiana Legislative Auditor's website, [www.la.gov](http://www.la.gov).

The Clerk's office implemented Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date-an Amendment of GASB 68. These standards require the Clerk's office to record its proportional share of each of the pension plans Net Pension Liability and report the following disclosures:

**Plan Description**

The Fund was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. Title 11:1501 for eligible employees of the clerk of the supreme court, each of the district courts, each of the courts of appeal, each of the city and traffic courts in cities having a population in excess of four hundred thousand at the time of entrance into the Fund, The Louisiana Clerks' of Court Association, the Louisiana Clerks of Court Insurance Fund, and the employees of the

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Fund. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

Retirement Benefits:

A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of 55 years or more and terminating employment. Regular retirement benefits, payable monthly for life, equal  $3 \frac{1}{3}$  percent of the member's average final compensation multiplied by the number of years of credited service, not to exceed one hundred percent of the monthly average final compensation. Monthly average final compensation is based on the highest compensated thirty-six consecutive months, with a limit of increase of 10% in each of the last three years of measurement. For those members hired on or after July 1, 2006, compensation is based on the highest compensated sixty consecutive months with a limit of 10% increase in each of the last six years of measurement. Act 273 of the 2010 regular session applied the sixty consecutive months to all members. This Act has a transition period for those members who retire on or after January 1, 2011 and before December 31, 2012. Additionally, Act 273 of the 2010 regular session increased a member's retirement to age 60 with an accrual rate of 3% for all members hired on or after January 1, 2011. A member leaving covered employment before attaining early retirement age but after completing twelve years' credited service becomes eligible for a deferred allowance provided the member lives to the minimum service retirement age and does not withdraw his or her accumulated contributions.

Disability Benefits:

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

- 1) A member who is totally and permanently disabled solely as the result of injuries sustained in the performance of his official duties shall be paid monthly benefits equal to the greater of one-half of his monthly average final compensation or, at the option of the disability retiree, two and one-half percent of his monthly average final compensation multiplied by the number of his years of credited service; however, such monthly benefit shall not exceed twenty-five dollars for each year of his credited service or two-thirds of his monthly average final compensation, whichever is less.
- 2) A member who has ten or more years of credited service and who is totally and permanently disabled due to any cause not the result of injuries sustained in the performance of his official duties shall be paid monthly benefits equal to three percent of his monthly average final compensation multiplied by the number of his years of credited service; however, such monthly benefit shall not exceed thirty-five dollars for each year of his credited service or eighty percent of his monthly average final compensation whichever is less.

The following is effective for any disability retiree whose application for disability retirement is approved on or after July 1, 2008. The provisions related to the calculation of benefits will apply to any disability retiree whose application for disability retirement was approved before July 1, 2008, for benefits due and payable on or after January 1, 2008.

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

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

A member who has been certified as totally and permanently disabled will be paid monthly disability retirement benefits equal to the greater of:

- 1) Forty percent of their monthly average final compensation.
- 2) Seventy-five percent of their monthly regular retirement benefit computed pursuant to R.S. 11:1521(c).

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

Survivor Benefits:

If a member who has less than five years of credited service dies, his accumulated contributions are paid to his designated beneficiary. If the member has five or more years of credited service, automatic Option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with option factors used as if the member had continued in service to earliest normal retirement age. Benefit payments are to commence on the date a member would have first become eligible for normal retirement assuming continued service until that time. In lieu of a deferred survivor benefit, the surviving spouse may elect benefits payable immediately with benefits reduced  $\frac{1}{4}$  of 1% for each month by which payments commence in advance of member's earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children shall be paid  $\frac{1}{2}$  of the member's accrued retirement benefits 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 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 cease; however, employer contributions continue. Compensation and creditable service remain as they existed on the effective date of commencement of participation in the plan.

The monthly retirement benefits that would have been payable, had the member elected to cease employment and receive a service retirement allowance, are paid into the 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 Fund. If employment is not terminated at the end of the participation period, payments into the account cease and the member resumes active contribution membership in the Fund. Interest is paid on DROP account balances for members who

**St. Helena Parish Clerk of Court  
Greensburg, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

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 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. 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. 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 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.

In order to grant any cost of living increases, 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.

**Employer Contributions**

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2016, the actual employer contribution rate was 19%.

In accordance with state statute, the Fund 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 fund situations. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended June 30, 2016.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk of Court is required to contribute at an actuarially determined rate. The rate, at June 30, 2017, is 19 percent of annual covered payroll. Contributions to the System also included one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. Helena Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. Helena Parish Clerk of Court's contributions to the System for the years ended June 30, 2017, 2016, and 2015, were \$80,904, \$75,724 and \$69,607 respectively, equal to the required contributions for each year.

**St. Helena Parish Clerk of Court  
Greensburg, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

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

At June 30, 2017, the Clerk reported a liability of \$670,902 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of June 30, 2016 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's proportion of the net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contribution of all participating, actuarially determined. At June 30, 2016, the Clerk's proportion was 0.362655%, which was an increase of 0.001046% from its proportion measured as of June 30, 2015.

For the year ended June 30, 2017, the Clerk recognized pension expense of \$103,706 representing its proportionate share of the System's net expense, including amortization of deferred amounts.

At June 30, 2017, the Clerk reported deferred outflows of resources and deferred inflows of resources related to the pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 6,847	\$ 22,836
Changes of Assumptions	41,319	-
Net difference between projected and actual earnings on pension plan investments	115,753	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	39,829	11,852
Employer contributions subsequent to the measurement date	80,904	-
Total	<u>\$ 284,652</u>	<u>\$ 34,688</u>

The Clerk reported a total of \$80,904 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2016 which will be recognized as a reduction in net pension liability in the year ended June 30, 2018.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year</u>	
2018	\$ 36,285
2019	\$ 36,283
2020	\$ 61,533
2021	\$ 34,959
	<u>\$ 169,060</u>

**St. Helena Parish Clerk of Court  
Greensburg, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

**Actuarial Assumptions**

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

<b>Valuation Date</b>	June 30, 2016
<b>Actuarial Cost Method</b>	Entry Age Normal

**Actuarial Assumptions:**

<b>Investment Rate of Return</b>	7.00%, net of investment expense, including inflation
<b>Projected Salary Increases</b>	5.00%
<b>Inflation Rate</b>	2.5%
<b>Mortality Rates</b>	RP-2000 Employee Table (set back 4 years for males and 3 years for females)  RP-2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females)  RP-2000 Healthy Annuitant Table (set forward 1 year for males)
<b>Expected Remaining Service Lives</b>	5 Years
<b>Cost of Living Adjustments</b>	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 2016 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009 – June 30, 2014, unless otherwise provided.

The mortality rate assumption was verified by combining data from this plan with three other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2009 through June 30, 2014.

The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the 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.

**St. Helena Parish Clerk of Court  
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**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

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 7.20% as of June 30, 2016.

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

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income:		
Core fixed income	5.00%	1.00%
Core plus fixed income	15.00%	1.50%
Domestic Equity:		
Large cap domestic equity	21.00%	4.25%
Non-large cap international equity	7.00%	4.00%
International Equity:		
Large cap international equity	15.50%	5.25%
Small cap international equity	5.00%	5.00%
Emerging markets	6.50%	7.25%
Real Estate	10.00%	4.75%
Master Limited Partnerships	5.00%	6.50%
Hedge Funds	10.00%	3.50%
	<u>100.00%</u>	

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the 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.

**St. Helena Parish Clerk of Court  
Greensburg, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

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

The following table presents the Clerk’s proportionate share of the net pension liability (NPL) using the discount rate of each Retirement System as well as what the Clerk’s proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by each of the Retirement Systems:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
LCCRRF			
Rates	6.00%	7.00%	8.00%
St. Helena Clerk of Court Share of NPL	\$ 954,682	\$ 670,902	\$ 430,031

**7. Other Post-Employment Benefits**

*Plan Description.* The Clerk’s defined benefit postemployment health care plan (“the Retiree Health Plan”) provides medical, dental and life insurance benefits to eligible retired employees and their beneficiaries. The Retiree Health Plan is affiliated with the Louisiana Clerks of Court Insurance Trust (“LCCIT”), an agent multiple-employer postemployment healthcare plan administered by the Louisiana Clerks of Court Association. To be eligible to continue coverage after retirement, an employee that was hired prior to 1/1/2011 must be at least 55 with 12 years of service. Employees hired 1/1/2011 and later are eligible for retirement at age 60 with 12 years of service. As of July 1, 2015, the date of the most recent actuarial valuation, there were 2 retirees and surviving spouses and 6 active employees in the retirement plan.

*Funding Policy.* The contribution requirements of plan members and the Clerk are established and may be amended by the LCCIT board of trustees. The Clerk contributes 50% of the cost of the current year premiums for eligible retired plan members and 0% of the cost for retired plan members’ spouses and dependent children. For June 30, 2017, the Clerk contributed \$6,910 to the plan and the retirees/surviving spouses contributed \$6,919.

*Fund Policy.* The plan is financed on a pay-as-you go basis; therefore no funds are reserved for payment of future premiums.

*Annual OPEB Cost and Net OPEB Obligation.* For June 30, 2017, the Clerk’s annual other postemployment benefit (“OPEB”) cost (expense) is calculated based on the annual required contribution of the employer (“ARC”), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents the level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

**St. Helena Parish Clerk of Court  
Greensburg, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

The following table shows the components of the Clerk's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Clerk's net OPEB obligation to the Retiree Health Plan:

Annual Required Contribution	\$ 19,411
Interest on Net OPEB Obligation	3,688
Adjustmet to Annual Required Contribution	<u>(5,535)</u>
Annual OPEB Cost (Expense)	17,564
Contributions Made	<u>(6,910)</u>
Increase in Net OPEB Obligation	10,654
Net OPEB Obligation - Beginning of Year	<u>105,367</u>
Net OPEB Obligation - End of Year	<u>\$ 116,021</u>

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

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2015	\$ 20,568	13.2%	\$ 95,018
6/30/2016	\$ 17,745	41.7%	\$ 105,367
6/30/2017	\$ 17,564	39.3%	\$ 116,021

*Funded Status and Funding Progress.* As of June 30, 2017, the funded status and funding progress was as follows:

Actuarial Accrued Liability (AAL)	\$ 255,897
Actuarial Value of Plan Assets	-
Unfunded Act. Accrued Liability (UAAL)	<u>\$ 255,897</u>
Funded Ratio (Act. Val. Assets / AAL)	0%
Covered Payroll (active plan members)	\$ 296,894
UAAL as a percentage of covered payroll	86%

*Methods and Assumptions.* The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funding status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for the benefits.

**St. Helena Parish Clerk of Court  
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**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) at the time of the valuation and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to the point. The actuarial methods and assumptions used include techniques that are designed to reduce short term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2015 actuarial valuation, the unit credit cost method was used. Based on the Clerk's short-term investment portfolio, a discount rate of 3.5% was used. In addition, the actuarial assumptions included an annual healthcare cost trend rate of 8% initially, reduced by decrements to an ultimate rate of 5.0% after 13 years. Medicare Supplement trend starts at 4.0% and decreases to 3.0% after 8 years. Dental trend decreases from 4.0% to 3.0% over 5 years and vision trend is 3.0% in all years. The Clerk's unfunded actuarial liability is being amortized as a level dollar, open basis over 30 years.

Additional assumptions used in the valuation included the following: Employee turnover rates are based on the CCRRF pension plan valuation table. The mortality rate was based on the RPH-2014 Healthy Mortality Table, projected to 2015 using Scale MP-2015 and the RPH-2014 Healthy Annuitant Mortality Table projected to 2015 using Scale MP-2015. Age-adjusted premiums were used for medical and dental claims costs; they were derived from the average of the 2015 and 2016 premiums, trended to the valuation date and adjusted for the risk characteristics of the group. Actual premiums were used for the Medicare supplement and vision claims costs. Retirement rates were based on the CCRRF pension plan valuation. Current retirees were assumed to continue with their current benefits. 90% of the future eligible retirees were assumed to choose to continue their current medical, dental, and vision benefits at retirement. 95% of future eligible retirees were assumed to continue their life insurance benefits at retirement. For current retirees, current marital status was assumed to continue. For future retirees, 10% were assumed to have a covered spouse. Dependent children were excluded.

There are no plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Statement 45 will be used.

**8. Accounts and Other Payables**

	<b>General Fund</b>	<b>Fiduciary Funds</b>	<b>Total</b>
Accounts	\$ 21,965	\$ -	\$ 21,965
Held in Trust for Taxing Bodies and Others	-	239,816	239,816
<b>Total Current Payables</b>	<b>\$ 21,965</b>	<b>\$ 239,816</b>	<b>\$ 261,781</b>

**9. Short-Term Debt**

The Clerk did not have any short-term debt at June 30, 2017.

**10. Leases**

The Clerk did not have any leases at June 30, 2017.

**St. Helena Parish Clerk of Court  
Greensburg, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2017**

**11. Long-Term Obligations**

The Clerk did not have any long-term obligations at June 30, 2017, except for the unfunded OPEB obligation as described in Note 7 and Net Pension Liability described in Note 6.

**12. Risk Management**

The Clerk is exposed to various risks of loss related to theft, damage, or destruction of assets, torts, injuries, natural disasters, and many other unforeseeable events. The Clerk purchases commercial insurance policies and bonds for any and all claims related to the aforementioned risks. The Clerk's payment of the insurance policy deductible is the only liability associated with these policies and bonds. There has been no significant decrease in insurance coverage from the prior year, and the amount of settlements has not exceeded the insurance coverage for the past three fiscal years.

**13. Contingent Liabilities**

At June 30, 2017, the Clerk was not involved in any outstanding litigation or claims requiring accrual or disclosure.

**14. On-Behalf Payments**

For the year ended June 30, 2017, the Clerk received \$22,750 from the Clerk's Supplemental Compensation Fund. The payments are recorded as Clerk's Supplemental Compensation revenue and as salaries in the General Fund.

**15. Prior Period Adjustment**

		<u>Governmental Activities</u>
Total Net Position, June 30, 2016 as previously reported	\$	(449,687)
Voided Duplicate Outstanding Checks		1,068
Adjustment of Payroll Liabilities to Actual		<u>7,473</u>
Total Net Position, June 30, 2016, Restated	\$	<u>(441,146)</u>
		<u>General Fund</u>
Total Fund Balance, June 30, 2016 as previously reported	\$	44,828
Voided Duplicate Outstanding Checks		1,068
Adjustment of Payroll Liabilities to Actual		<u>7,473</u>
Total Fund Balance, June 30, 2016, Restated	\$	<u>53,369</u>

**16. Subsequent Events**

Subsequent events have been evaluated by management through December 29, 2017 the date the financial statements were available to be issued. No events were noted that require recording or disclosure in the financial statements for the fiscal year ending June 30, 2017.

## Required Supplemental Information (Part II)

St. Helena Parish Clerk of Court  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual  
 General Fund - Detail  
 For the year ended June 30, 2017

	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts GAAP Basis	Favorable (Unfavorable)
<b>Revenues</b>				
Court Costs,				
Fees and Charges	\$ 255,500	\$ 259,000	\$ 267,077	\$ 8,077
Fees for Recording				
Legal Documents	200,000	145,000	117,936	(27,064)
Fees for Certified Copies	60,000	45,000	42,732	(2,268)
Interest Earnings	175	425	240	(185)
Licenses and Permits	2,000	1,600	4,294	2,694
Other Revenues	7,600	8,100	5	(8,095)
Clerk's Supplemental Pay	21,600	22,750	22,750	0
<b>Total Revenues</b>	<u>546,875</u>	<u>481,875</u>	<u>455,034</u>	<u>(26,841)</u>
<b>Expenditures</b>				
Accounting Fees	16,000	15,050	15,453	(403)
Birth Certificates	7,500	7,500	7,203	297
Conventions	1,800	1,800	584	1,216
Dues and Subscriptions	4,000	4,000	565	3,435
Election Expense	10,000	1,000	299	701
Travel	-	-	-	-
Insurance	2,800	2,800	2,000	800
Insurance, Health	30,000	32,000	31,339	661
Insurance, Workers Comp.	1,200	1,200	17	1,183
Marriage License Fees	900	600	354	246
Miscellaneous	20,250	20,250	9,944	10,306
Office Supplies	2,500	2,500	1,430	1,070
Payroll Taxes	5,500	11,000	4,732	6,268
Postage	3,000	3,000	2,190	810
Portal Fee	5,600	5,600	3,839	1,761
Retirement	78,000	81,000	80,904	96
Salaries	370,000	325,000	325,004	(4)
Supplemental Pay	7,200	6,800	3,920	2,880
Telephone	4,000	4,600	4,163	437
Unemployment	-	-	6,851	(6,851)
Capital Outlays	-	-	-	-
<b>Total Expenditures</b>	<u>570,250</u>	<u>525,700</u>	<u>500,791</u>	<u>24,909</u>
<b>Net Change in Fund Balances</b>	<u>(23,375)</u>	<u>(43,825)</u>	<u>(45,757)</u>	<u>(1,932)</u>
<b>Fund Balances, Beginning</b>	39,086	44,828	44,828	-
Prior Period Adjustments (Note 15)	-	8,541	8,541	-
<b>Fund Balances, Beginning (Restated)</b>	<u>\$ 39,086</u>	<u>\$ 53,369</u>	<u>\$ 53,369</u>	<u>-</u>
<b>Fund Balances, Ending</b>	<u>\$ 15,711</u>	<u>\$ 9,544</u>	<u>\$ 7,612</u>	<u>\$ (1,932)</u>

See independent auditor's report.

**St. Helena Parish Clerk of Court**  
**Schedule of Funding Progress for the Retiree Benefits**  
**June 30, 2017**

<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets (a)</b>	<b>Actuarial Accrued Liability (AAL) Entry Age (b)</b>	<b>Unfunded AAL (UAAL) (b-a)</b>	<b>Funded Ratio (a/b)</b>	<b>Covered Payroll (c)</b>	<b>UAAL as a Percentage of Covered Payroll ((b-a)/c)</b>
6/30/2009	\$ -	\$ 245,674	\$ 245,674	0.00%	\$ 214,889	114.3%
6/30/2012	\$ -	\$ 252,177	\$ 252,177	0.00%	\$ 282,945	89.1%
6/30/2015	\$ -	\$ 255,987	\$ 255,987	0.00%	\$ 327,147	78.2%

GASB 45 requires the presentation of the above information for the most recent actuarial valuation and the two preceding valuations. The Clerk adopted GASB Statement No.45 in the year ending June 30, 2010, and as such, the 6/30/2009 valuation was the Clerk's first actuarial valuation.

See independent auditor's report.

**St. Helena Parish Clerk of Court**  
**Schedule of the Clerk's Proportionate Share of the Net Pension Liability**  
**For the year ended June 30, 2017**

Louisiana Clerks' of Court Retirement and Relief Fund:

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Employer's Proportion of the Net Pension Liability (Asset)	0.3380%	0.3616%	0.3627%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 455,886	\$ 542,425	\$ 670,902
Employer's Covered-Employee Payroll	\$ 324,637	\$ 327,147	\$ 331,634
Employer's Proportionate Share of the Net Position Liability (Asset) as a Percentage of its Covered-Employee Payroll	140.4295%	165.8047%	202.3019%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	79.3714%	78.1291%	74.1703%

*Schedule is intended to show information for 10 years.*

*Additional years will be displayed as they become available*

See independent auditor's report.

**St. Helena Parish Clerk of Court**  
**Schedule of the Clerk's Contributions**  
**June 30, 2017**

Louisiana Clerks' of Court Retirement and Relief Fund:

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Contractually required contribution	\$ 69,607	\$ 75,724	\$ 80,904
Contributions in relation to contractually required contributions	<u>69,607</u>	<u>75,724</u>	<u>80,904</u>
Contribution deficiency (excess)	-	-	-
Employer's Covered Employee Payroll	327,147	331,634	296,894
Contributions as a Percent of Covered Employee Payroll	21.2770%	22.8336%	27.2501%

*Schedule is intended to show information for 10 years.*

*Additional years will be displayed as they become available*

See independent auditor's report.

## Other Supplemental Information

**St. Helena Parish Clerk of Court**  
**Schedule of Changes in Unsettled Deposits**  
**Fiduciary Funds - Agency Funds**  
**For the year ended June 30, 2017**

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Total</u>
<b>Unsettled Deposits, Beginning of the Year</b>	\$ 81,273	\$ 296,524	\$ 377,797
<b>Additions</b>			
Suits and Successions	207,765	-	207,765
Interest Earned	208	986	1,194
Total Additions	<u>207,973</u>	<u>986</u>	<u>208,959</u>
<b>Reductions</b>			
Clerk's Costs	-	2,522	2,522
Civil Fees	230,487	96,834	327,321
Sheriff's Fees	9,851	-	9,851
Other Reductions	<u>7,246</u>	<u>-</u>	<u>7,246</u>
Total Reductions	<u>247,584</u>	<u>99,356</u>	<u>346,940</u>
<b>Unsettled Deposits, End of the Year</b>	<u>\$ 41,662</u>	<u>\$ 198,154</u>	<u>\$ 239,816</u>

See independent auditor's report.

**St. Helena Parish Clerk of Court**  
**Schedule of Compensation, Benefits and Other Payments to Agency Head**  
**For the year ended June 30, 2017**

Agency Head Name: Mildred Cyprian, Clerk of Court

<b>Purpose</b>	<u><b>Amount</b></u>
Salary	\$ 148,649
Benefits, Insurance	7,376
Benefits, Retirement	39,583
Benefits, Payroll Taxes paid by St. Helena Clerk of Court	2,298
Car Allowance	19,623
Registration Fees	425
Conference Travel	159
<b>Total</b>	<u><u>\$ 218,113</u></u>

See independent auditor's report.

## Other Independent Auditor's Reports and Findings and Recommendations

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## Phil Hebert, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

### 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*

To the Honorable Mildred Cyprian  
St. Helena Parish Clerk of Court  
Post Office Box 308  
Greensburg, Louisiana 70441

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, the financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the St. Helena Parish Clerk of Court, Greensburg, Louisiana, a component unit of the St. Helena Parish Police Jury, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the St. Helena Parish Clerk of Court's basic financial statements and have issued our report thereon dated December 29, 2017.

#### Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered St. Helena 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 St. Helena Parish Clerk of Court's internal control. Accordingly, we do not express an opinion on the effectiveness of St. Helena 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether St. Helena 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 disclosed one instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Current Year Finding, Recommendations, and Responses as item 2017-01.

#### **St. Helena Parish Clerk of Court's Response to Findings**

St. Helena Parish Clerk of Court's response to the findings identified in our audit is described in the accompanying Schedule of Current Year Findings, Recommendations, and Responses. St. Helena Parish Clerk of Court's 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.

This report is intended solely for the information and use of management and the Office of the Legislative Auditor, State of Louisiana, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed to the Legislative Auditor as a public document.

*Phil Hebert*

*Phil Hebert, CPA*  
*A Professional Accounting Corporation*  
Ponchatoula, Louisiana

December 29, 2017



**St. Helena Parish Clerk of Court  
Greensburg, Louisiana**

**Schedule of Current Year Findings, Recommendations, and Responses  
For the Year Ended June 30, 2017**

**Management's Response:**

Management will monitor actual revenues and expenditures more closely and compare to budgeted amounts frequently and amend the budget as needed. Management will seek assistance from outside accountant to assist with compliance, if needed. Responsible Party, Mildred Cyprian (225) 222-4514

**St. Helena Parish Clerk of Court  
Greensburg, Louisiana**

**Schedule of Prior Year Audit Findings  
For the Year Ended June 30, 2017**

**2016-01 Local Government Budget Act**

**Condition:**

A public hearing on the proposed budget for the fiscal year ending June 30, 2017 was not appropriately advertised in the official journal of the Clerk of Court.

**Recommendation:**

We recommend the Clerk of Court to appropriately advertise the date, time, and place of the public hearing on the proposed budget in the official journal at least 10 days before the public hearing with total proposed expenditures of five hundred thousand dollars or more. After completion of the public process, the Clerk of Court should advertise in the official journal certifying completion of R.S. 39:1307.

**Resolved:** Partially, See Finding 2017-01

**2016-02 Uniform Unclaimed Property Act**

**Condition:**

The Clerk of Court has checks over five years old that have been unclaimed by their presumed owners.

**Recommendation:**

We recommend the Clerk of Court file the required reports required by R.S. 9:159 to Unclaimed Properties.

**Resolved:** Fully