

**WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana**

**Annual Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
June 30, 2019  
With Supplemental Information Schedules**

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

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Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

## **Independent Auditor's Report**

**WEBSTER PARISH CLERK OF COURT**  
Minden, Louisiana

### **Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities, the major fund and fiduciary funds of the Webster Parish Clerk of Court, a component unit of the Webster Parish Police Jury, as of June 30, 2019, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Clerk'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 these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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 I 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 misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Webster Parish Clerk of Court'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 Webster Parish Clerk of Court's internal control. Accordingly, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

### ***Opinions***

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund information and fiduciary fund information of the Webster Parish Clerk of Court as of June 30, 2019, and the respective changes in financial position for the year then ended in conformity 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, the Budgetary Comparison Schedules and notes to required supplementary information, the Schedule of Changes in Net OPEB Liability and Related Ratios, the Schedule of Employer's share of the Net Pension Liability, and the Schedule of Employer Contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I 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 managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Webster Parish Clerk of Court's office basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head on page 45 is presented for the purpose of additional analysis and is not a required part of the financial statements.

This schedule is the responsibility of management and was 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 and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the schedule of compensation, benefits and other payments is fairly stated, in all material respects, in relation to the basic financial statements.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued a report dated December 9, 2019, on my consideration of the Webster Parish Clerk of Court's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of 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 Webster Parish Clerk of Court's internal control over financial reporting and compliance.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana  
Independent Auditor's Report,  
June 30, 2019

**Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of the Louisiana Legislative Auditor, I have issued a report, dated December 9, 2019, on the results of my statewide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.



West Monroe, Louisiana  
December 9, 2019

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

**Management's Discussion and Analysis**  
June 30, 2019

As management of the Webster Parish Clerk of Court, I offer readers of the Webster Parish Clerk of Court's financial statements this narrative overview and analysis of the financial activities of the Webster Parish Clerk of Court for the fiscal year ended June 30, 2019. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Overview of the Financial Statements**

This Management Discussion and Analysis document introduces the Clerk's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the Clerk of Court's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

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

The *statement of net position* presents information on all of the Webster Parish Clerk of Court's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Webster Parish Clerk of Court is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

**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 Webster Parish Clerk of Court, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Webster Parish Clerk of Court can be divided into two categories: governmental funds and fiduciary (agency) funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

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

The Webster Parish Clerk of Court adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

**Fiduciary funds.** Fiduciary (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the Webster Parish Clerk of Court's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

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

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Webster Parish Clerk of Court's performance.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, liabilities of the Webster Parish Clerk of Court exceeded assets by \$2,338,322. Assets are not available for future spending.

The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the Webster Parish Clerk of Court to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation.

## STATEMENT OF NET POSITION

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$616,597	\$627,932
Investments	251,055	
Receivables	26,520	38,578
Capital assets (net of accumulated depreciation)	<u>30,462</u>	<u>28,073</u>
<b>TOTAL ASSETS</b>	<u>924,634</u>	<u>694,583</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension related	<u>510,303</u>	<u>220,126</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<u>\$1,434,937</u>	<u>\$914,709</u>
<b>LIABILITIES</b>		
Accounts payable	\$24,436	\$25,637
Salaries payable		20,018
Withholdings payable	5,166	2,860
Net pension liability	1,114,643	1,012,660
Net OPEB obligation	<u>2,521,183</u>	<u>2,280,652</u>
<b>TOTAL LIABILITIES</b>	<u>3,665,428</u>	<u>3,341,827</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension and OPEB	<u>107,831</u>	<u>36,385</u>
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	30,462	28,073
Unrestricted	<u>(2,368,784)</u>	<u>(2,491,576)</u>
<b>TOTAL NET POSITION</b>	<u>(2,338,322)</u>	<u>(2,463,503)</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<u>\$1,434,937</u>	<u>\$914,709</u>

## STATEMENT OF ACTIVITIES

	<u>2019</u>	<u>2018</u>
Judicial:		
Personal services	\$1,196,502	\$1,057,341
Operating services	190,743	126,669
Materials and supplies	130,393	101,910
Travel	41,461	40,340
Depreciation expense	<u>10,433</u>	<u>10,698</u>
<b>Total Program Expenses</b>	<u>1,569,532</u>	<u>1,336,958</u>
Program revenues:		
License and permits - marriage	6,272	6,566
Clerk's supplemental compensation	24,600	23,400
Recordings	620,040	590,676
Court cost, fees, and charges	839,987	775,932
Charges for copies	44,959	48,487
Other revenues	<u>119,944</u>	<u>110,640</u>
<b>Total program revenues</b>	<u>1,655,802</u>	<u>1,555,701</u>
<b>Net Program Expenses</b>	<u>86,270</u>	<u>218,743</u>
General revenues -		
Interest earned	8,035	1,324
LCRAA grant	<u>38,100</u>	<u>15,100</u>
Change in Net Position	132,405	235,167
Net Position - Beginning of year	<u>(2,470,727)</u>	<u>(2,698,670)</u>
Net Position - End of year	<u>(\$2,338,322)</u>	<u>(\$2,463,503)</u>

## **Financial Analysis of the Government's Funds**

As noted earlier, the Webster Parish Clerk of Court uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The General Fund's unreserved, unassigned fund balance of \$864,570 shows an increase (of approximately \$246,688) from the prior year amount.

### **General Fund Budgetary Highlights**

Differences between expenditures of the original budget and the final budget were due primarily to an increase in personal services, operating services, and capital outlay and decreases in materials and supplies and travel and other charges. Differences between revenues of the original budget and the final budget were due primarily to an increase in anticipated revenues for LCRAA grant, recordings, court costs, fees, and commissions, use of money and property, and other revenues and decreases in marriage licenses and charges for copies.

### **Capital Asset and Debt Administration**

**Capital assets.** The Webster Parish Clerk of Court's investment in capital assets for its governmental activities as of June 30, 2019, amounts to \$30,462 (net of accumulated depreciation). This investment includes furniture and equipment. There were increases of \$12,822 for the year and decreases of \$103,217 for the year.

**Long-term debt.** The Webster Parish Clerk of Court contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the clerk's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at June 30, 2019 is \$2,251,183. Net pension obligation associated with the Pension Plan at June 30, 2019 is \$1,114,643.

### **Requests for Information**

This financial report is designed to provide a general overview of the Webster Parish Clerk of Court's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Webster Parish Clerk of Court, P.O. Box 487, Minden, LA 71241.

December 9, 2019

**BASIC FINANCIAL STATEMENTS**

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

STATEMENT OF NET POSITION  
June 30, 2019

<b>ASSETS</b>	
Cash and cash equivalents	\$616,597
Investments	251,055
Receivables	26,520
Capital assets (net of accumulated depreciation)	<u>30,462</u>
<b>TOTAL ASSETS</b>	<b>924,634</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension related	<u>510,303</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b><u>\$1,434,937</u></b>
<b>LIABILITIES</b>	
Accounts payable	\$24,436
Withholdings payable	5,166
Net pension liability	1,114,643
Net OPEB obligation	<u>2,521,183</u>
<b>TOTAL LIABILITIES</b>	<b><u>3,665,428</u></b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension and Net OPEB	<u>107,831</u>
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	30,462
Unrestricted	<u>(2,368,784)</u>
<b>TOTAL NET POSITION</b>	<b>(2,338,322)</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<b><u>\$1,434,937</u></b>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

STATEMENT OF ACTIVITIES  
June 30, 2019

Judicial:	
Personal services	\$1,196,502
Operating services	190,743
Materials and supplies	130,393
Travel	41,461
Depreciation expense	10,433
Total Program Expenses	<u>1,569,532</u>
Program revenues:	
License and permits - marriage	6,272
Clerk's supplemental compensation	24,600
Court cost, fees, and charges	839,987
Fees for recording legal documents	620,040
Charges for copies	44,959
Other revenues	119,944
Total program revenues	<u>1,655,802</u>
Net Program Expenses	86,270
General revenues:	
Interest earned	8,035
LCRAA grant	<u>38,100</u>
Change in Net Position	132,405
Net Position - Beginning of year	<u>(2,470,727)</u>
Net Position - End of year	<u><u>(\$2,338,322)</u></u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana  
GOVERNMENTAL FUNDS

Balance Sheet, June 30, 2019

**ASSETS**

Cash and cash equivalents	\$616,597
Investments	251,055
Receivables	<u>26,520</u>
<b>TOTAL ASSETS</b>	<b><u>\$894,172</u></b>

**LIABILITIES AND FUND EQUITY**

Liabilities -	
Accounts payable	\$24,436
Withholdings payable	<u>5,166</u>
Total Liabilities	<u>29,602</u>
Fund Equity - fund balances - unassigned	<u>864,570</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b><u>\$894,172</u></b>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

Reconciliation of Governmental Funds  
Balance Sheet to the Statement of Net Position

For the Year Ended June 30, 2019

Total Fund Balances at June 30, 2019 - Governmental Funds (Statement C)		\$864,570
Deferred outflows of resources		510,303
Cost of capital assets at June 30, 2019	\$346,528	
Less: Accumulated depreciation	<u>(316,066)</u>	30,462
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds:		
Net pension liability		(1,114,643)
Net OPEB		(2,521,183)
Deferred inflows of resources		<u>(107,831)</u>
Net Position at June 30, 2019		<u><u>(\$2,338,322)</u></u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana  
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures,  
and Changes in Fund Balances

For the Year Ended June 30, 2019

**REVENUES**

Licenses and permits - marriage	\$6,272
Intergovernmental revenues - state grants-	
LCRAA grant	38,100
Clerk's supplemental compensation	24,600
Fees, charges, and commissions for services:	
Recordings	620,040
Court costs, fees, and charges	839,987
Charges for copies	44,959
Use of money and property	8,035
Other revenues	46,435
Total revenues	<u>1,628,428</u>

**EXPENDITURES**

Current:

General government - judicial:	
Personal services	1,006,321
Operating services	190,743
Materials and supplies	130,393
Travel and other charges	41,461
Capital outlay	12,822
Total expenditures	<u>1,381,740</u>

**EXCESS OF REVENUES**

<b>OVER EXPENDITURES</b>	246,688
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**FUND BALANCES AT BEGINNING OF YEAR**

<u>617,882</u>
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**FUND BALANCES AT END OF YEAR**

<u><u>\$864,570</u></u>
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The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

Reconciliation of Governmental Funds  
Statement of Revenue, Expenditures, and Changes  
in Fund Balances to the Statement of Activities

For the Year Ended June 30, 2019

Total net change in fund balances - governmental funds (Statement D)	\$246,688
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	2,389
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	(111,296)
Non-employer contributions to cost-sharing pension plan	73,509
Pension expense	<u>(78,885)</u>
Change in net position of governmental activities (Statement B)	<u>\$132,405</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana  
Statement of Fiduciary Net Assets - Agency Funds

June 30, 2019

	<u>ADVANCE DEPOSIT</u>	<u>REGISTRY OF COURT</u>	<u>TOTAL</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$537,024	\$513,812	\$1,050,836
<b>TOTAL ASSETS</b>	<u>\$537,024</u>	<u>\$513,812</u>	<u>\$1,050,836</u>
<b>LIABILITIES</b>			
Due to:			
Others	\$537,024	\$513,812	\$1,050,836
<b>TOTAL LIABILITIES</b>	<u>\$537,024</u>	<u>\$513,812</u>	<u>\$1,050,836</u>

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended June 30, 2019

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the clerk of court serves as the ex-officio notary public, the recorder of conveyances, mortgages and other acts, and shall have other duties and powers provided by law. The clerk of court is elected for a term of four years.

The accompanying financial statements of the Webster Parish Clerk of Court have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. 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.

**A. REPORTING ENTITY**

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

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

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

## WEBSTER PARISH CLERK OF COURT

Minden, Louisiana

### Notes to the Financial Statements (Continued)

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the clerk of court's office is located and provides partial funding for equipment, furniture and supplies of the clerk of court's office, the clerk of court was determined to be a component unit of the Webster Parish Police Jury, the financial reporting entity. 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 Webster Parish financial reporting entity.

#### **B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS**

The clerk of court's basic financial statements include both government-wide (reporting the clerk of court as a whole) and fund financial statements (reporting the clerk's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the clerk are classified as governmental.

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the clerk, except for fiduciary funds. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

In the Statement of Net Position, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net Position are reported in three parts; invested in capital assets, net of any related debt; restricted net position; and unrestricted net position. The clerk first uses restricted resources to finance qualifying activities. The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana  
Notes to the Financial Statements (Continued)

**Program Revenues** - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the clerk's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the clerk's general revenues.

**Allocation of Indirect Expenses** - The clerk reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function. Depreciation on buildings is assigned to the "general administration" function due to the fact that buildings serve multiple purposes. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

### C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the clerk are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the clerk. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The clerk of court's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the clerk are described as follows:

#### **Governmental Fund Type**

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

**Fiduciary Fund Type - Agency Funds**

The Advance Deposit and Registry of Court agency funds are used to account for assets held as an agent for others. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**D. BASIS OF ACCOUNTING**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

**1. Accrual:**

Both governmental and business type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**2. Modified Accrual:**

The governmental funds financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds and the fiduciary type agency funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which

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is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Intergovernmental revenue, recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are recorded in the year in which they are earned.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Substantially all other revenues are recognized when received by the clerk of court.

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

**Expenditures**

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

**E. CASH AND CASH EQUIVALENTS**

Under state law, the clerk may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2019, the clerk has cash and equivalents (book balances) totaling \$1,667,433 as follows:

Demand deposits	\$1,239,763
Time deposits	427,570
Petty cash	<u>100</u>
Total	<u><u>\$1,667,433</u></u>

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the 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

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pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Clerk’s name. The Clerk does not have a policy concerning custodial risk.

Cash and cash equivalents (bank balances) at June 30, 2019, are secured as follows:

Bank balances	<u>\$1,715,905</u>
Federal deposit insurance	\$1,634,283
Pledged securities (uncollateralized)	<u>1,566,165</u>
Total	<u>\$3,200,448</u>

**F. INVESTMENTS**

Investments held at June 30, 2019 consist of \$251,055 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP at June 30, 2019 is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA - R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP’s investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA - R.S. 33:2955(A)(1)(h) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in “investment grade (A-1/P-1) commercial paper of domestic United

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States corporations.” Effective October 1, 2001, LAMP’s Investment Guidelines were amended to allow the limited investment in A-1 or A-1 + commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based 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 value of the pool shares.

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

**G. 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 has no threshold level for capitalizing capital assets, all assets are capitalized. Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the clerk, no salvage value is taken into consideration for depreciation purposes. 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>
Buildings and building improvements	20 - 40 years
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

**H. ANNUAL AND SICK LEAVE**

Employees of the clerk of court's office earn 10 days of non-cumulative vacation leave each year and an additional ½ day each year after 5 years of service. Employees earn 10 days of sick leave each year. Neither vacation or sick leave may be accumulated. Employees are not compensated for unused sick leave upon termination, however the employee is paid for unused vacation time upon termination.

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**I. RISK MANAGEMENT**

The clerk is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the clerk maintains commercial insurance policies covering her automobile, professional liability and surety bond coverage. In addition to the above policies, the clerk also maintains an errors and omissions claims paid policy with the Louisiana Clerks of Court Risk Management Agency. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 2019.

**J. PENSION PLANS**

The Webster Parish Clerk's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 4. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

**K. OPEB PLAN**

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

## L. EQUITY CLASSIFICATIONS

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

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

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

In the fund financial statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

*Nonspendable* - represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

*Restricted* - represents balances where constraints have been established by parties outside the Clerk's office or imposed by law through constitutional provisions or enabling legislation.

*Committed* - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Clerk's highest level of decision-making authority.

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*Assigned* - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

*Unassigned* - represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

The General Fund has an unassigned fund balance of \$864,570. If applicable, the Clerk would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

**M. ESTIMATES**

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

**2. RECEIVABLES**

Receivables of \$26,520 at June 30, 2019, are as follows:

<u>Class of receivables:</u>	GENERAL FUND
Fees, charges, and commissions for services:	
Clerk's supplemental	\$2,050
Criminal fees	2,699
Non-support	2,841
Court costs, fees, and charges	<u>18,930</u>
Total	<u><u>\$26,520</u></u>

**3. CHANGES IN CAPITAL ASSETS**

A summary of changes in office furnishings and equipment follows:

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Balance, June 30, 2018	\$436,923
Additions	12,822
Deletions	(103,217)
Balance, June 30, 2019	346,528
Less accumulated depreciation	(316,066)
Net Capital Assets	<u>\$30,462</u>

**4. NOTE DISCLOSURES AND REQUIRED SUPPLEMENTARY INFORMATION FOR A COST-SHARING EMPLOYER**

The Louisiana Clerks' of Court Retirement Fund (Fund) is a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:1501 to provide retirement, disability and survivor benefits to clerks of court, their deputies and other employees, and the beneficiaries of such clerks of court, their deputies, and other employees.

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

*Summary of Significant Accounting Policies.*

The Louisiana Clerks' of Court Retirement and Relief Fund prepared its employer schedules in accordance with Governmental Accounting Statement No. 68 - *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27*. GASB Statement No. 68 established standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expenses/expenditures. It provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value and attribute that present value to periods of employee service. It also provides methods to calculate participating employer's proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense and amortization periods for deferred inflows and deferred outflows.

The Louisiana Clerks' of Court Retirement and Relief Fund employer schedules were prepared using the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The member's earnable compensation is attributed to the employer for which the member is employed as of June 30, 2018.

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***Plan Fiduciary Net Position***

Plan fiduciary net position is a significant component of the Fund's collective net pension liability. The Fund's plan fiduciary net position was determined using the accrual basis of accounting. The Fund's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts.

***Pension Amount Netting***

The deferred outflows and deferred inflows of resources attributable to differences between projected and actual earnings on pension plan investments recorded in different years are netted to report only a deferred outflow or a deferred inflow on the schedule of pension amounts. The remaining categories of deferred outflows and deferred inflows are not presented on a net basis.

***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 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.

The Louisiana Clerks' of Court Retirement and Relief Fund of Louisiana has issued a stand-alone audit report on their financial statements for the year ended June 30, 2018. Access to the report can be found on the Louisiana Legislative Auditor's website, [www.lla.la.gov](http://www.lla.la.gov).

***Plan Benefits***

A member or former member shall be eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 years (age 65 if hired on or after January 1, 2011) or more and terminating employment. Regular retirement benefits, payable monthly for life, equal 3% percent of the members monthly average final compensation multiplied by the number of years of credited service, not to exceed 100% of the monthly average final compensation. The retirement benefit accrual rate is increased to 3 and 1/3 percent for all service credit accrued after June 30, 1999 (for members hired prior to January 1, 2011) . For members hired before July 1, 2006 and who retire prior to January 1,

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2011, monthly average final compensation is based on the highest 36 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 five years of measurement. For members who were employed prior to July 1, 2006 and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

According to the state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2018, the actual employer contribution rate was 19.0%, actuarially determined as an amount that, when combined with employee contributions, is expected to finance any unfunded accrued liability. 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 funding situations.

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

At June 30, 2019, the Clerk reported a liability of \$1,114,643 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerks' proportion of the net pension liability was based on a projection of the Clerks' long-term share of contributions to the pension plan relative to the projected contributions of all participating clerks' actuarially determined. At June 30, 2018, the Clerks' proportion was .670 percent, which was an increase of .001 from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the Clerk recognized pension expense of \$199,068. At June 30, 2019, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected actual experience	\$29,582	\$11,013
Changes in Assumptions	115,808	
Net difference between projected and actual earnings on pension plan	21,277	
Changes in employer's proportion of beginning NPL	5,482	9,751
Differences between employer and proportionate share of contributions	1,853	34

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Subsequent measurement contributions	\$118,006	
Total	\$292,008	\$20,798

\$118,006 reported as deferred outflows of resources related to pensions resulting from the Clerks' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2019	\$79,548
2020	50,951
2021	(5,861)
2022	28,566
Total	153,204

**Actuarial assumptions.** The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	June 30, 2018
Actuarial cost Method	Entry Age Normal Method
Actuarial Assumptions:	
Investment Rate of Return	6.75%, net of investment expense
Projected salary increases	5.0%
Inflation rate	2.5%
Mortality rates	RP-2000 Employee Table (set back 4 years for males and 3 years for females) RP-2000 Healthy Annuitant Table (set forward 1 year for males) and projected to 2030 using scale AA for males and females RP-2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females)
Expected remaining service lives	2014 - 5 years, 2015 - 5 years, 2016 - 5 years, 2017 - 5 years, 2018 - 5 years

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Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.
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The actuarial assumptions used are based on the assumptions used in the 2018 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study performed over the period July 1, 2009 through June 30, 2014 unless otherwise specified.

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 product 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 7.10%, for the year ended June 30, 2018.

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

*Sensitivity of the Clerks’ proportionate share of the net pension liability to changes in the discount rate.* The following presents the net pension liability of the participating employers calculated using the discount rate of 6.75%, as well as what the employers’ net pension liability 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 as of June 30, 2018.

	1% Decrease (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
Clerks’ proportionate share of the net pension liability	\$1,704,041	\$1,114,643	\$626,083

**5. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

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

*Benefits Provided -* The Clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 100% of retiree and 50% of dependent pre-Medicare health, Medicare Supplement and dental insurance premiums. Vision is voluntary and paid 100% by the retiree. The plan also provides for payment of 100% of retiree life insurance premiums.

*Employees covered by benefit terms -* At June 30, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	9
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	<u>15</u>
Total employees	<u><u>24</u></u>

**Total OPEB Liability**

The Clerk’s total OPEB liability of \$2,521,183 was measured as of June 30, 2019 and was determined by an actuarial valuation as of January 1, 2018.

*Actuarial Assumptions and other inputs -* The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.4%
Salary increases	3.0%, including inflation
Discount rate	3.13%
Healthcare cost trend rates	Flat 5.5% annually
Medical	-4.76% in first year, then 6.75%, decreasing 0.25% per year to an ultimate rate of 5.0%.

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Medicare Supplement:	Initially 5-5%, decreasing 0.25% per year to an ultimate rate of 3.0%. Include 2% per year for aging.
Dental	-0.69% for 2019, 3.25% for 2020, decreasing 0.25% per year to an ultimate rate of 3.0% for 2021 and later years.
Vision	-9.98% for 2019, then 3.0% per year

The discount rate was based on the 6/30/2019 Fidelity General Obligation AA 20-Year Yield.

Mortality rates for active employees were based on the PubG.H-2010 Employee mortality table, Generational with Projection Scale MP-2018 for males or females, as appropriate.

Mortality rates for retired employees were based on the PubG.H.-2010 Healthy Annuitant mortality table, Generational with Projection Scale MP-2018 for males or females, as appropriate.

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

**Changes in the Total OPEB Liability**

Balance at June 30, 2018	\$2,280,652
Changes for the year:	
Service cost	45,518
Interest	71,328
Differences between expected and actual	(97,481)
Changes in Assumptions/Inputs	249,480
Changes in Benefit Terms	66,320
Benefit payments	(94,634)
Administrative Expense	NONE
Net Changes	<u>240,531</u>
Balance at June 30, 2019	<u><u>\$2,521,183</u></u>

*Sensitivity of the total OPEB liability to changes in the discount rate* - The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.31%) or 1-percentage-point higher (4.31%) than the current discount rate:

	<b>1.0% Decrease (2.31%)</b>	<b>Current Discount Rate (3.31%)</b>	<b>1.0% Increase (4.31%)</b>
<u>Total OPEB liability</u>	<u>\$2,920,873</u>	<u>\$2,521,183</u>	<u>\$2,187,577</u>

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*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* - The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	<b>1.0% Decrease</b>	<b>Trend Rate</b>	<b>1.0% Increase</b>
Total OPEB liability	\$2,195,554	\$2,521,183	\$2,927,218

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

For the year ended June 30, 2019, the Clerk recognized OPEB expense of \$201,876. At June 30, 2019, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual expenditures	NONE	\$87,033
Changes of assumption or other inputs	\$218,295	NONE
Total	<u>\$218,295</u>	<u>\$87,033</u>

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

Year ended June 30:	
2020	\$18,710
2021	18,710
2022	18,710
2023	18,710
2024	18,710
Thereafter	\$37,710

**6. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund balances deposits due others follows:

WEBSTER PARISH CLERK OF COURT  
 Minden, Louisiana  
 Notes to the Financial Statements (Continued)

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Total</u>
Balance, July 1, 2018	\$528,517	\$442,404	\$970,921
Additions	837,917	135,665	973,582
Deletions	<u>(829,410)</u>	<u>(64,257)</u>	<u>(893,667)</u>
Balance June 30, 2019	<u>\$537,024</u>	<u>\$513,812</u>	<u>\$1,050,836</u>

**7. LITIGATION AND CLAIMS**

The Webster Parish Clerk of Court is not involved in any litigation at June 30, 2019, nor is she aware of any unasserted claims.

**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
For the Year Ended June 30, 2019

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
License and permits-marriage	\$6,500	\$5,800	\$6,272	\$472
Intergovernmental revenues-state grants:				
LCRAA grant	33,000	38,100	38,100	
Clerk's supplemental compensation	24,500	24,500	24,600	100
Fees, charges, and commissions for services:				
Recordings	567,000	618,000	620,040	2,040
Court costs, fees, and charges	806,400	864,690	839,987	(24,703)
Charges for copies	49,000	47,000	44,959	(2,041)
Use of money and property	1,250	4,070	8,035	3,965
Other revenue		15,000	46,435	31,435
Total revenues	<u>1,487,650</u>	<u>1,617,160</u>	<u>1,628,428</u>	<u>11,268</u>
<b>EXPENDITURES</b>				
Current:				
General government - judicial				
Personal services and related benefits	988,654	1,047,854	1,006,321	41,533
Operating services	146,300	206,550	190,743	15,807
Materials and supplies	162,500	109,700	130,393	(20,693)
Travel and other charges	46,537	44,287	41,461	2,826
Capital outlay	10,000	12,500	12,822	(322)
Total expenditures	<u>1,353,991</u>	<u>1,420,891</u>	<u>1,381,740</u>	<u>39,151</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	133,659	196,269	246,688	50,419
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>620,777</u>	<u>656,595</u>	<u>617,882</u>	<u>38,713</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$754,436</u>	<u>\$852,864</u>	<u>\$864,570</u>	<u>\$89,132</u>

See accompanying note to budgetary comparison schedule.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE  
For the Year Ended June 30, 2019

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Webster Parish Clerk's office during the month of June for comments from taxpayers. The budget is then legally adopted by the clerk and amended during the year, as necessary. The budget is established and controlled by the clerk at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts and all subsequent amendments.

Webster Parish Clerk of Court  
 Schedule of Changes in Net OPEB Liability and Related Ratios  
 FYE June 30, 2019

Schedule of Funding Progress

<b>Total OPEB Liability</b>	<u>2018</u>	<u>2019</u>
Service cost	\$44,350	\$45,518
Interest	81,375	71,328
Changes of benefits terms	NONE	66,320
Differences between expected and actual experience	(2,317)	(97,481)
Changes of assumptions	NONE	249,480
Benefit payments	<u>(92,665)</u>	<u>(94,634)</u>
Net change in total OPEB liability	30,743	240,531
Total OPEB liability - beginning	<u>2,249,909</u>	<u>2,280,652</u>
Total OPEB liability - ending	<u>\$2,280,652</u>	<u>\$2,521,183</u>
Covered employee payroll	\$586,933	\$606,008
Net OPEB liability as a percentage of covered-employee payroll	388.60%	416.00%

Notes to Schedule:

*Change of Benefit Terms* Effective January 1, 2019, medical plan contributions were changed to 50% for retirees with no change for dependents. In addition, life insurance benefits were changed from Plan C to Plan A.

*Changes in Assumptions* Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

2018	3.62%
2019	3.13%

Mortality Rates:

2018	RPH-2014 Employee and Healthy Annuity, Generational with MP-2018
2019	PubG.H-2010 Employee and Healthy Annultant, Generational with MP-2018.

**Webster Parish Clerk of Court**  
**Schedule of Employer's Share of Net Pension Liability**  
**June 30, 2019**

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.687810%	\$977,773	\$582,941	159.15%	79.37%
2015	0.672535%	\$1,008,824	\$628,464	160.52%	78.13%
2016	0.664123%	\$1,228,610	\$606,174	202.68%	74.17%
2017	0.669335%	\$1,012,661	\$603,835	167.70%	79.69%
2018	0.670139%	\$1,114,643	\$629,273	177.13%	79.08%

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

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

**Webster Parish Clerk of Court  
Schedule of Employer Contributions  
June 30, 2019**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2014	\$108,744	\$108,744	\$0	\$582,941	18.65%
2015	\$119,408	\$119,408	\$0	\$628,464	19.00%
2016	\$115,174	\$115,174	\$0	\$606,174	19.00%
2017	\$114,729	\$114,729	\$0	\$603,835	19.00%
2018	\$119,562	\$119,562	\$0	\$629,273	19.00%

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

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

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended June 30, 2019

HOLLI VINING, CLERK OF COURT

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	\$110,154
Expense Allowance	13,475
Supplemental Compensation	24,600
Election expense	2,100
Benefits-insurance	7,923
Benefits-retirement	40,392
Benefits-deferred compensation	1,735
Benefits-Medicare	2,523
Car Allowance	21,937
Per Diem	347
Registration fees	950
Housing and lodging	1,549
Meals	15
Membership dues - association	2,199

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULES  
As of and For the Year Ended June 30, 2019

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**ADVANCE DEPOSIT FUND**

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 the litigants after all costs have been paid.

**REGISTRY OF COURT FUND**

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 judgement has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled  
Balances Due to Taxing Bodies and Others  
For the Year Ended June 30, 2019

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
<b>UNSETTLED DEPOSITS AT BEGINNING OF YEAR</b>	<u>\$528,517</u>	<u>\$442,404</u>	<u>\$970,921</u>
<b>ADDITIONS</b>			
Suits and successions		135,665	135,665
Advance deposits	837,917		837,917
Total additions	<u>837,917</u>	<u>135,665</u>	<u>973,582</u>
Total	<u>1,366,434</u>	<u>578,069</u>	<u>1,944,503</u>
<b>REDUCTIONS</b>			
Clerk's costs to General Fund	470,095		470,095
Attorney, curators, keepers, etc.	17,081		17,081
Sheriff's fees	74,254		74,254
State treasurer	3,500		3,500
Judicial fund	24,661		24,661
Refunds	224,372		224,372
Other reductions	15,447	64,257	79,704
Total reductions	<u>829,410</u>	<u>64,257</u>	<u>893,667</u>
<b>UNSETTLED DEPOSITS AT END OF YEAR</b>	<u>\$537,024</u>	<u>\$513,812</u>	<u>\$1,050,836</u>

**REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
PART IV**

**Independent Auditor's Report Required  
by *Government Auditing Standards***

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

**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***

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund and the fiduciary funds of the Webster Parish Clerk of Court, a component unit of the Webster Parish Police Jury, as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise the Webster Parish Clerk of Court's basic financial statements, and have issued my report thereon dated December 9, 2019.

**Internal Control Over Financial Reporting**

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

*A deficiency in internal control* exist 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 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.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

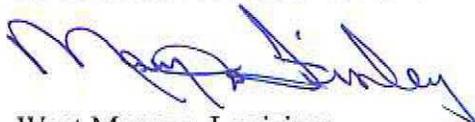
WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana  
Independent Auditor's Report on Compliance  
And Internal Control Over Financial Reporting, etc.  
June 30, 2019

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Webster Parish Clerk of Court's financial statements are free from material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Webster Parish Clerk of Court'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 Webster Parish Clerk of Court's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana  
December 9, 2019

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

Schedule of Findings and Responses  
For the Year Ended June 30, 2019

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unmodified opinion on the general purpose financial statements of the Webster Parish Clerk of Court.
2. No instances of noncompliance material to the financial statements of the Webster Parish Clerk of Court were disclosed during the audit.
3. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

WEBSTER PARISH CLERK OF COURT  
Minden, Louisiana

Summary Schedule of Prior Audit Findings  
For the Year Ended June 30, 2019

There were no findings reported in the audit report for the year ended June 30, 2018.

Independent Accountant's Report  
on Applying Agreed-Upon Procedures

Webster Parish Clerk of Court  
PO Box 370  
Minden, LA 71058

To the Webster Parish Clerk of Court's Office

I have performed the procedures enumerated below, which were agreed to by the management of the Webster Parish Clerk of Court's Office and the Louisiana Legislative Auditor, State of Louisiana, on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2018 through June 30, 2019. Management of Webster Parish Clerk of Court's Office is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

**AGREED-UPON PROCEDURES**

**WRITTEN POLICIES AND PROCEDURES**

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operation):

The Clerk provided a policy and procedures manual to test against the agreed upon procedures.

- A. Budgeting, including preparing, adopting, monitoring, and amending the budget.
- B. Purchasing, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
- C. Disbursements, including processing, reviewing, and approving

- D. Receipts/Collections, including receiving, recording, and preparing deposits. Also policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- E. Payroll/Personnel, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- F. Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- G. Credit Cards (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- H. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- I. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- J. Debt Service, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- K. Disaster Recovery/Business Continuity, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification personnel, processes, and tools needed to recover operations after a critical event.

The Webster Parish Clerk of Court had policies and procedures in the prior year AUP, therefore this section was excluded from testing for the current period. The Disaster Recovery/Business Continuity policy and procedures was added as required.

#### **BOARD (OR FINANCE COMMITTEE, IF APPLICABLE)**

- 2. The Webster Parish Clerk of Court's office does not have a board or a finance committee therefore this procedure is not applicable.

## BANK RECONCILIATIONS

3. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

## COLLECTIONS

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Agency provided me with a certified list of deposit sites and I verified that it was complete.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- A) Employees that are responsible for cash collections do not share cash drawers/registers.
- B) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
- C) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- D) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

The agency has 4 collection drawers. Multiple deputies work out of 2 of these drawers. There are 2 deputies in the Civil department and each has their own cash drawer. The cash drawers are reconciled daily and deposits are made daily. The deposit is made by an employee that is different from the employee that is reconciling the cash drawers. The civil collections are posted to the accounting system when collected. The recording and costs collections are posted to the recording accounting system as they are received, then posted to the quickbooks accounting software the following day and they are generally posted before the deposit is made. Bank reconciliations are prepared by an outside consultant.

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

The Clerk does not have employee theft insurance coverage on the employees.

7. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

**NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES/PAYMENTS, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)**

8. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
9. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
10. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

**CREDIT CARDS/DEBIT CARDS/FUEL CARDS/P-CARDS**

11. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
12. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
13. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

**TRAVEL AND EXPENSE REIMBURSEMENT**

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement form/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

The agency provided me with a certified list of travel or related expense reimbursements during the testing period and represented that the list was complete.

- A) The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- B) The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

- C) The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- D) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

The Clerk reviews and approves all travel reimbursements. The chief deputy reviews the reimbursements for the Clerks travel expenses.

## **CONTRACTS**

- 15. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

## **PAYROLL AND PERSONNEL**

- 16. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- 17. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- 18. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- 19. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

## **ETHICS (EXCLUDING NONPROFITS)**

- 20. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

## **DEBT SERVICE**

- 21. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- 22. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

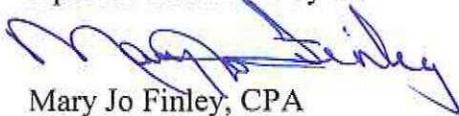
**OTHER**

23. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

24. The Webster Clerk of Court had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

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

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



Mary Jo Finley, CPA  
December 9, 2019



**HOLLI VINING**  
*Clerk of Court - Webster Parish*

P.O. Box 370  
Minden, LA 71058  
p: (318) 371-0366  
f: (318) 371-0226

[www.websterclerk.org](http://www.websterclerk.org)

December 9, 2019

RE: In Response to Independent Accountant's Report on Applying Agreed-Upon Procedures

Collections

5. A) Due to the small number of employees and the infrastructure of the office, it is not feasible for each deputy to have a cash drawer. There is one main deputy working out of each of the 2 drawers in the recording and other costs section. Other deputies work out of those drawers on an irregular basis as needed, such as, when the main deputy in that section is out of the office or with a customer. A report is printed from the accounting system daily that shows a breakdown by user and each drawer is reconciled to the report by a deputy who did not work out of either drawer.
  
6. The Clerk of Court is not statutorily required to carry coverage for employee theft.

I certify these to be true and correct.

Holli Vining  
Clerk of Court