

CAMERON PARISH CLERK OF COURT
ANNUAL FINANCIAL REPORT
JUNE 30, 2019

Cameron Parish Clerk of Court

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J. WALKER & COMPANY^{APC}

— ACCOUNTANTS AND ADVISORS —

INDEPENDENT AUDITORS' REPORT

The Honorable Susan Racca
Cameron Parish Clerk of Court
Cameron, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Cameron Parish Clerk of Court, a component unit of the Cameron 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 Cameron Parish Clerk of Court's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of 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

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

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Opinion

In our opinion the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund and the aggregate remaining fund information of the Cameron Parish Clerk of Court, a component unit of the Cameron Parish Police Jury, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, budgetary comparison schedule, schedule of Clerk's proportionate share of net pension liability, schedule of employer's contributions to the pension plan, and schedule of changes in the total OPEB liability and related ratios be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Cameron Parish Clerk of Court's basic financial statements. The combining statement of fiduciary assets and liabilities, schedule of changes in fiduciary assets and liabilities, and schedule of compensation, benefits and other payments to agency head are presented for purposes of additional analysis and are not a required part of the basic financial statements. This supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statement of fiduciary assets and liabilities, schedule of changes in fiduciary assets and liabilities, and schedule of compensation, benefits and other payments to agency head are fairly stated, in all material respects, in relation to the basic financial statements as a whole.



Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2019, on our consideration of the Cameron Parish Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Cameron Parish Clerk of Court's internal control over financial reporting and compliance.

J. Walker & Company, APC

Lake Charles, Louisiana

December 22, 2019



Managements Discussion and Analysis

CAMERON PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019

The purpose of the management's discussion and analysis (MD&A) is to introduce the basic financial statements and provide an analytical overview of the Cameron Parish Clerk of Court's financial activities. Since this information is designed to focus on the current year's activities, resulting changes and currently known facts, it should be read in conjunction with the financial statements beginning on page 8.

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION

This annual report consists of three components - (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplementary information contained in this report provided for additional information. The government-wide financial statements provide information about the activities of the Clerk of Court as a whole and present a longer-term view of its finances. Fund financial statements depict how these activities were financed in the short-term as well as what remains for future spending.

Government-wide Financial Statements. The government-wide financial statements present financial information for all activities of the Clerk from an economic resource measurement focus using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. They include a statement of net position and statement of activities.

Statement of Net Position. This statement presents information on all of the Clerk's assets, deferred outflows of resources, liabilities and inflows of resources with the difference between them 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 Clerk of Court's office is improving or not.

Statement of Activities. This statement presents information showing how the Clerk'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 the timing of related cash flows. This statement is designed to show the Clerk's financial reliance on general revenues.

The government-wide financial statements can be found on pages 8 and 9 of this report.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Clerk of Court has only one category of funds: governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the Clerk of Court's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year. Because the view of governmental funds is short-term government-wide financial statements is long-term; it is useful to compare these two perspectives. The governmental funds provide reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints. These statements can be found on pages 10 and 13 of this report.

CAMERON PARISH CLERK OF COURT

**MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

Fiduciary Funds. The Clerk of Court is the trustee, or fiduciary, over assets which can only be used for the trust beneficiaries; these include advance deposits, registry of court and indigent transcript funds. The activity of these funds is reported separately in the statement of fiduciary net position on page 14 and schedule of changes in fiduciary net position found in supplementary information. These activities are excluded from government-wide and fund financial statements because the assets of fiduciary funds cannot be used to finance operations of the Clerk.

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.

FINANCIAL ANALYSIS OF THE CLERK OF COURT

The total net position from FY2018 to FY2019 increased by \$15,255. There has been increase in current and other assets in 2019. A comparison with the prior year follows

	<u>2019</u>	<u>2018</u>	<u>Variance</u>	<u>Percentage</u>
Assets				
Current and other assets	\$ 253,517	\$ 241,235	\$ 12,282	5.09%
Capital assets, net of dep.	<u>12,034</u>	<u>19,224</u>	<u>(7,190)</u>	<u>-37.40%</u>
Total Assets	<u>265,551</u>	<u>260,459</u>	<u>5,092</u>	<u>1.96%</u>
Deferred Outflows of Resources	<u>265,886</u>	<u>66,185</u>	<u>199,701</u>	<u>301.73%</u>
Liabilities				
Current liabilities	3,379	4,066	(687)	-16.90%
Noncurrent liabilities	<u>1,897,780</u>	<u>1,794,292</u>	<u>103,488</u>	<u>5.77%</u>
Total Liabilities	<u>1,901,159</u>	<u>1,798,358</u>	<u>102,801</u>	<u>5.72%</u>
Deferred Inflows of Resources	<u>171,062</u>	<u>154,369</u>	<u>16,693</u>	<u>10.81%</u>
Net Position:				
Net investment in capital assets	12,034	16,536	(4,502)	-27.23%
Unrestricted	<u>(1,552,818)</u>	<u>(1,572,575)</u>	<u>19,757</u>	<u>-1.26%</u>
Total Net Position	<u>\$ (1,540,784)</u>	<u>\$ (1,556,039)</u>	<u>\$ 15,255</u>	<u>-0.98%</u>

CAMERON PARISH CLERK OF COURT

**MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

Total Revenues increased by \$18,458 due in part to increase fees charged for services, while expenditures decreased by \$180,388. A summary of changes follows:

	<u>2019</u>	<u>2018</u>	<u>Variance</u>	<u>Percentage</u>
Revenues:				
Charge for Services	\$ 655,776	\$ 632,262	\$ 23,514	3.72%
General Revenue:				
Interest Earned	2,422	2,105	317	15.06%
Other Revenue	<u>9,088</u>	<u>14,461</u>	<u>(5,373)</u>	<u>-37.16%</u>
Total Revenues	<u>667,286</u>	<u>648,828</u>	<u>18,458</u>	<u>2.84%</u>
Expenditures:				
General Government	<u>652,031</u>	<u>832,419</u>	<u>(180,388)</u>	<u>-21.67%</u>
Net Changes in Fund Balance	15,255	(183,591)	198,846	-108.31%
Fund Balance - Beginning	<u>(1,556,039)</u>	<u>(1,372,448)</u>	<u>(183,591)</u>	<u>13.38%</u>
Fund Balance - Ending	<u><u>\$(1,540,784)</u></u>	<u><u>\$(1,556,039)</u></u>	<u><u>\$ 15,255</u></u>	<u><u>-0.98%</u></u>

BUDGETARY HIGHLIGHTS

The Clerk of Court received \$5,586 more in revenues than it anticipated during the current year. Expenditures were \$5,753 less than the amount budgeted. There was a budget amendment during the year.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital assets: The Clerk of Court's investment in capital assets, net of accumulated depreciation and related debt at June 30, 2019 and 2018, was \$12,034 and \$16,356.

	<u>2019</u>	<u>2018</u>	<u>Variance</u>	<u>Percentage</u>
Machinery and Equipment	<u>\$ 38,495</u>	<u>\$ 38,495</u>	<u>\$ -</u>	<u>0.00%</u>
Total Cost	<u>38,495</u>	<u>38,495</u>	<u>-</u>	<u>0.00%</u>
Accu. Dep. On Machinery	<u>(26,461)</u>	<u>(21,959)</u>	<u>(4,502)</u>	<u>20.50%</u>
Total Accumulated Dep.	<u>(26,461)</u>	<u>(21,959)</u>	<u>(4,502)</u>	<u>20.50%</u>
Total Capital Assets, net	<u><u>\$ 12,034</u></u>	<u><u>\$ 16,536</u></u>	<u><u>\$(4,502)</u></u>	<u><u>-27.23%</u></u>

CAMERON PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019

LONG -TERM DEBT

Long-term obligations of the Clerk include \$1,237,400 in post-employment benefits for the year ended June 30, 2019, an increase of \$80,044 from 2018, which is the annual required contribution based on actuarial estimations less contributions made during the year. GASB adopted Statement No. 75, Accounting and Financial Reporting for postemployment Benefits Other Than Pensions to replace GASB 45. GASB 75 requires public employers to perform periodic actuarial valuations to measure and disclose their retiree healthcare liabilities for the financial statement of the employer.

Also reported is the Clerk's proportionate share of pension liability totaling \$660,380 at June 30, 2019, a decrease of \$23,444 from 2018. This liability is being reported in accordance with GASB Statement No.68 implemented in the prior year.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the Clerk of Court's finances, comply with finance-related laws and regulations and demonstrate the Clerk of Court's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting the Cameron Parish Clerk of Court, P. O. Box 549, Cameron, Louisiana 70531, (337) 775-5316.

Basic Financial Statements

CAMERON PARISH CLERK OF COURT

Statement of Net Position
June 30, 2019

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 234,256
Receivables, net	<u>19,261</u>
Total Current Assets	253,517
Capital assets, net of accumulated depreciation	<u>12,034</u>
Total Assets	265,551
DEFERRED OUTFLOWS OF RESOURCES	
Related to pension	172,965
Related to OPEB	<u>92,921</u>
Total Deferred Outflows of Resources	<u>265,886</u>
Total Assets and Deferred Outflows of Resources	<u><u>531,437</u></u>
LIABILITIES	
Accounts payable	<u>3,379</u>
Total Current Liabilities	3,379
Other post-employment benefits payable	1,237,400
Net pension liabilities	<u>660,380</u>
Total Non-current Liabilities	<u>1,897,780</u>
Total Liabilities	1,901,159
DEFERRED INFLOWS OF RESOURCES	
Related to pension	131,498
Related to OPEB	<u>39,564</u>
Total Deferred Inflows of Resources	171,062
NET POSITION	
Net investment in capital assets	12,034
Unrestricted (Deficit)	<u>(1,552,818)</u>
Total Net Position	<u>(1,540,784)</u>
Total Liabilities, Deferred Inflows of Resources, and Net Position	<u><u>\$ 531,437</u></u>

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

CAMERON PARISH CLERK OF COURT

Statement of Activities Year Ended June 30, 2019

Activities	Expense	Program Revenue			Net Revenue (Expense)
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contribution	Governmental Activities
Governmental activities:					
General government	\$ 652,031	\$ 622,861	\$ -	\$ -	\$ (29,170)
Intergovernmental activities	-	32,915	-	-	32,915
Total governmental activities	<u>\$ 652,031</u>	<u>\$ 655,776</u>	<u>\$ -</u>	<u>\$ -</u>	<u>3,745</u>
General revenues:					
Interest					2,422
Other revenues					<u>9,088</u>
Total general revenues and transfers					<u>11,510</u>
Change in net position					<u>15,255</u>
Net position - July 1, 2018 (deficit), beginning of year					<u>(1,556,039)</u>
Net position - June 30, 2019 (deficit), end of year					<u>\$ (1,540,784)</u>

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

CAMERON PARISH CLERK OF COURT

**Balance Sheet
Governmental Funds
June 30, 2019**

	<u>General Funds</u>
ASSETS	
Cash and cash equivalents	\$ 234,256
Accounts receivable, net	<u>19,261</u>
Total Assets	<u>\$ 253,517</u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ 3,379
Fund Balance:	
Unassigned	<u>250,138</u>
Total Liabilities and Fund Balances	<u><u>\$ 253,517</u></u>

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

CAMERON PARISH CLERK OF COURT

**Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Statement of Net Position
For the Year Ended June 30, 2019**

Total Fund Balances – Governmental Funds	\$ 250,138
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental Funds Balance Sheets. This is the capital assets, net of accumulated depreciation reported on the Statement of Net Position	12,034
Long-term liabilities of governmental activities do not require the use of current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet. These are the long-term liabilities of the Clerk’s governmental activities:	
Other post-employment benefits	(1,237,400)
Net pension liability	(660,380)
Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the governmental funds.	
Deferred outflows of resources related to pensions	172,965
Deferred outflows of resources related to OPEB	92,921
Deferred inflows of resources related to pensions	(131,498)
Deferred inflows of resources related to OPEB	<u>(39,564)</u>
Total Net Position – Governmental Activities	<u>\$ (1,540,784)</u>

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

CAMERON PARISH CLERK OF COURT

**Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2019**

REVENUES

Intergovernmental revenues	\$ 32,915
Charges for services:	
Court costs and fees	400,172
Certified copies and data processing	62,730
Licenses	260
Recording fees	159,699
Interest earned	2,422
Other revenues	<u>9,088</u>
 Total Revenues	 <u>667,286</u>

EXPENDITURES

General government	<u>654,317</u>
 Change in Fund Balance	 <u>12,969</u>
 Fund Balance, beginning	 <u>237,169</u>
 Fund Balance, ending	 <u>\$ 250,138</u>

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

CAMERON PARISH CLERK OF COURT

**Reconciliation of the Governmental Funds Statement of
Revenues, Expenditures, and Changes in the Fund Balances
to the Statement of Activities
For the Year Ended June 30, 2019**

Net Change in Fund Balance – Governmental Funds	\$ 12,969
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets are allocated over their useful lives as depreciation expense. This is the amount by which depreciation charged differed from capital outlay in the current period	
Depreciation Expense	(4,502)
Governmental funds report payments on long-term obligations as expenditures. However, in the Statement of Activities, these payments are recognized as decreases in the long-term debt. This is the change in long-term obligations during the year.	
Nonemployer Pension Contribution	43,551
Change in Net Pension Liability and Deferred Inflows/Outflows of Resources	(7,383)
Change in Other Post Employment Benefit Liability and Deferred Inflows/Outflows of Resources	<u>(29,380)</u>
Change in Net Position – Governmental Activities	<u>\$ 15,255</u>

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

CAMERON PARISH CLERK OF COURT

Statement of Fiduciary Assets and Liabilities
Fiduciary Funds
June 30, 2019

	<u>Agency Funds</u>
ASSETS	
Cash and cash equivalents	\$ 2,912,974
Investments	<u>100,199</u>
Total Assets	<u>3,013,173</u>
LIABILITIES	
Held in trust for others	<u>3,013,173</u>
Total Liabilities	<u>\$ 3,013,173</u>

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

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements June 30, 2019

INTRODUCTION

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

NOTE 1-SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting practice of the Cameron Parish Clerk of Court conforms to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies.

Financial Reporting Entity

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Cameron Police Jury is the financial reporting entity for Cameron Parish. The Clerk, therefore, is considered a component unit of the Cameron Police Jury. It has been determined that the financial statements of the Police Jury would be misleading if data of the Clerk is not included because of the nature or significance of the relationship. The accompanying financial statements, however, present only the transactions of the Cameron Parish Clerk of Court.

Government-wide Accounting

In accordance with Government Accounting Standards Boards Statement No. 34, the Clerk has presented a statement of net position and statement of activities for the Clerk as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non--exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

Policies specific to the government-wide statements are as follows:

Eliminating Internal Activity

Inter-fund receivables and payable are eliminated in the statement of net position except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses, from one function to another or within the same function, is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)

June 30, 2019

Capitalizing Assets

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net position.

Using the requirements of GASB Statement No. 34, the Clerk is considered a Phase 3 government, as its total annual revenues are less than \$10 million. Such governments were not required to report major general infrastructure assets retroactively at the time of adoption of this statement. The Clerk does not have any infrastructure assets and opted not to retroactively report these types of capital assets.

Program Revenues

The statement of activities presents three categories of program revenues (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Clerk. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are reserved for a specific use.

Indirect Expenses

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Clerk has chosen not to do so.

Operating Revenues

Proprietary funds separately report operating and non-operating revenues.

Restricted Net Position

Restricted net position is those for which a constraint has been imposed either externally or by law. The Clerk recognizes the use of restricted resources for expenditures that comply with the specific restrictions. Restricted resources are exhausted before unrestricted net position is used.

Fund Accounting

The Clerk uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate entity with a self-balancing set of accounts. Funds of the Clerk are classified under two categories: governmental and fiduciary. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds: Governmental funds account for all or most of the Clerk's general activities, including the collection and disbursement of specific or legally reserved monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the Clerk include:

General Fund - accounts for all activities not required to be reported in another fund.

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)

June 30, 2019

Fiduciary Funds: These fund types are used to account for assets held in trust for third-party individuals, private organizations and/or other governmental units/funds. Fiduciary funds include:

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

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.

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

Basis of Accounting/Measurement Focus

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental and business-type activities are included in the statement of net assets. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

Budgets and Budgetary Accounting: The Clerk adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. Appropriations lapse at year- end. There were amendments made to the budget during the fiscal year ended June 30, 2019.

Cash and Cash Equivalents: Cash includes amounts in demand deposits, interest bearing demand deposits and time certificates. Cash equivalents include amounts in investments with original maturities of 90 days or less. 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 their principal offices in Louisiana.

Investments: Investments are limited by Louisiana Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

are recorded at fair value with the corresponding increase or decrease reported in investment earnings.

Inventory: Inventory is stated at cost. It includes only office supplies, the amount of which is considered immaterial. Therefore, the acquisition of such items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

Receivables: Trade receivables are recorded at management’s estimate of the amount that is expected to be collected. This is based in part on historical information. There is no allowance recorded in the accompanying financial statements as management expects 100% of its outstanding receivables to be collected. Revenues become susceptible to accrual when they become both measurable and available.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Capital Assets

Capital assets are capitalized at a historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk maintains a threshold level of \$1,000 or more for capitalizing capital assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets’ lives are not 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 purpose 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>
Computer Equipment	3 Years
Office Equipment	5 Years
Furniture & Fixtures	7 - 10 Years

Compensated Absences

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

Vacation leave -All full-time employees of the Clerk earn vacation leave at a rate of 2 to 4 weeks each year, depending upon their length of service. Vacation must be used prior to June 30.

Sick leave - Sick leave, referred to as personnel leave, is earned at a rate of one day per month employed. Personnel leave is typically used in the month in which it is earned unless an illness requires additional time off. Accumulated personnel leave is not paid upon termination from employment.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as current year expenditures in the General Fund when leave is actually earned.

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)

June 30, 2019

Long-Term Obligations

In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability on the statement of net position. In the fund financial statements, however, debt principal payments of governmental funds are recognized as expenditures when paid. The Clerk provides postemployment medical, dental, vision, and life insurance benefits on behalf of its eligible retirees through the Louisiana Clerks of Court Insurance Trust, which is administered by the Louisiana Clerk of Court Association. GASB 75 requires public employers to perform periodic actuarial valuations to measure and disclose their retiree healthcare liabilities for the financial statement of the employer.

Net Pension Liability

For purposes of measuring the net pension liability, deferred outflows of resources, and deferred inflows of resources related to pension and pension expense, information about the fiduciary net position of the Louisiana Clerks' of Court Retirement and Relief Fund, and additions to/deductions from the system's fiduciary net position have been determined on the same basis as they are reported by the system. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows of Resources and Deferred Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a further period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

Net Position/Fund Balances

In the statement of net position, the difference between a government's assets and deferred outflows of resources and its liabilities and deferred inflows of resources is recorded as net position. The three components of net position are as follows:

Net Investment in Capital Assets

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

Restricted Net Position

Net positions that are reserved by external sources, such as banks or by law, are reported separately as restricted net position. When assets are required to be retained in perpetuity, this non-expendable net position are recorded separately from expendable net position. These are components of restricted net position

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

Unrestricted Net Position

This category represents net position not appropriable for expenditures or legally segregated for a specific future use.

In the Balance Sheet of governmental funds, fund balances are segregated as follows:

Non-spendable

This includes amounts in permanent funds and inventories that are permanently precluded from conversion to cash.

Restricted

Fund balances that are restricted include those resources constrained to a specific purpose by enabling legislation, external parties or constitutional provisions.

Committed

Fund balances may be committed for a specific purpose by the highest level of decision-making authority through a formal action such as the adoption of an ordinance. The removal of or change in this commitment can only be accomplished by the same level of authority through the same type of action taken to commit the fund balances initially.

Assigned

Resources earmarked for a specific purpose by a government's management are reported as assigned

Fund balances.

Unassigned

This category represents that portion of equity that is available for any purpose.

When fund balance resources are available for a specific purpose in multiple classifications, the Clerk would use the most restrictive funds first. However, it reserves the right to selectively spend unassigned resources first and to defer the use of other classified funds.

Inter-fund Transactions

All inter-fund transactions except quasi-external transactions are reported as operating transfers. These are eliminated in the government-wide statements.

NOTE 2 - CASH AND CASH EQUIVALENTS

At June 30, 2019, the Clerk had cash and cash equivalents (book balances) as follows:

Demand Deposits	\$	234,256
Interest-bearing demand deposits		2,644,136
Money market savings		<u>268,837</u>
Total	\$	<u><u>3,147,229</u></u>

Of this amount, \$244,832 is held by the Advance Deposit and Registry of Court Funds.

These deposits are stated at cost, which approximates market. Under state law, they must be secured

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

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

Not all of the deposits of the Clerk are covered by insurance (FDIC) or collateralized with securities that are held by the entity in the entity's name or registered in the entity's name. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand even though the pledged securities are considered uncollateralized under the provision of GASB Statement 3. There are no funds exposed to custodial credit risk.

NOTE 3 – INVESTMENTS

Investments at June 30, 2019, are as follows:

<u>Type of Investment</u>	<u>Fair Value</u>	<u>Book Value</u>	<u>Carrying Value</u>
Certificates of Deposit	\$ 100,199	\$ 100,199	\$ 100,199

NOTE 4 – RECEIVABLES

The net receivables and bad debt expense, except for inter-fund transactions, at June 30, 2019, are as follows:

Charges for services	<u>\$ 19,261</u>
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NOTE 5 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2019, is as follows:

	<u>Beginning</u>			<u>Ending</u>
	<u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u>
Capital Assets being Depreciated	\$ 38,495	\$ -	\$ -	\$ 38,495
Less: Accumulated Depreciation	<u>21,959</u>	<u>4,502</u>	<u>-</u>	<u>26,461</u>
Capital Assets, net	<u>\$ 16,536</u>	<u>\$ (4,502)</u>	<u>\$ -</u>	<u>\$ 12,034</u>

All depreciation expense was charged to government activities.

NOTE 6 – ACCOUNTS AND OTHER PAYABLES

The accounts payable, with the exception of inter-fund and inter-governmental transaction, at June 30, 2019 are as follows:

Accounts payable	<u>\$ 3,379</u>
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Fiduciary funds had unsettled deposits and other payables held in trust for others of \$3,013,173 at June 30, 2019.

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

NOTE 7 – INTERGOVERNMENTAL TRANSACTIONS

Inter-governmental revenues of the general fund for the year ended June 30, 2019, was as follows:

State Supplement	\$ 22,510
La. Dept of Elections	<u>10,405</u>
Total	<u>\$ 32,915</u>

NOTE 8 – ON-BEHALF PAYMENTS

Certain operating expenditures of the Clerk are paid by the Cameron Parish Police Jury and are not included in the accompanying financial statements.

NOTE 9 – LEASES

There are no operating or capital leases reported in the accompanying financial statements.

NOTE 10 – ANNUAL AND SICK LEAVE

All employees of the Clerk of Court’s office earn from two to four weeks of vacation leave each year, depending on length of service. Vacation leave must be taken during the year earned and cannot be carried forward to the following year. All employees of the Clerk’s office earn one day per month of sick leave. Employees are not paid for accumulated sick leave upon termination of employment.

NOTE 11 – RISK MANAGEMENT

The Clerk is exposed to various risks 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 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.

NOTE 12 – PENSION PLAN

Plan Description

Substantially all employees of the Clerk, except part-time and temporary employees, are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

The fund was established for the purpose of providing retirement allowance 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.

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)

June 30, 2019

The system issues a publicly available financial report that can be obtained at www.lasersonline.org. The report may be obtained by writing to the Louisiana Clerk of Court Retirement and Relief Fund, 10202 Jefferson Hwy, Bldg. A, Baton Rouge, LA 70809, or by calling (225) 293-1162.

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

Retirement Benefits

A member or former member shall be eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 years (age 65 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, is equal to 3% percent of the member's monthly average final compensation multiplied by the number of years of credited service, not to exceed 100% of the monthly average final compensation. The retirement benefit accrual rate is increased to 3½% for all service credit accrued after June 30, 1999 (for members hired prior to January 1, 2011). For members hired before July 1, 2006 and who retire prior to January 1, 2011, monthly average final compensation is based on the highest 36 consecutive months, with a limit increase of 10% in each of the last three years of measurement. For members hired after July 1, 2006, monthly average final compensation is based on the highest compensated 60 consecutive months, or successive joined months if service was interrupted, with a limit increase of 10% in each of the last five years of measurement. For members who were employed prior to July 1, 2006 and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

Disability Benefits

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

Survivor Benefits

Upon the death of any active contributing member with less than five years of credited service, his/her accumulated contributions are paid to his/her designated beneficiary. Upon the death of any active contributing member with five or more years of credited service, automatic option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with option factors used as if the member had continued in service to earliest normal retirement age. Benefit payments are to commence on the date a member would have first become eligible for normal retirement assuming continued service until that time. In lieu of a deferred survivor benefit, the surviving spouse may elect benefits payable immediately with benefits reduced ¼ of 1% for each month by which payments commence in advance of member's earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children shall be paid ½ of the member's accrued retirement benefit in equal shares. Upon the death of any former member with less than 12 years of service, the designated beneficiary may receive his/her accumulated contributions. Upon

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)

June 30, 2019

the death of any former member with 12 or more years of service, automatic option 2 benefits are payable to the surviving spouse with payments to commence on the member's retirement eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

Deferred Retirement Option Plan (DROP)

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

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

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

Cost of Living Adjustments

The Board of Trustees is authorized to grant retired members and widows of members who have been retired for at least one full calendar year an annual cost of 2.5% of their benefit (not to exceed \$40 per month), and all retired members and widows who are 65 years of age or older a 2% increase in their original benefit (or their benefit as of October 1, 1977, if they retired prior to that time). In order to grant the 2.5% COLA, the increase in the consumer price index must have exceeded 3% since the last COLA granted. In order for the Board to grant either of these increases, the Fund must meet certain other criteria

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued) June 30, 2019

as detailed in the Louisiana statute relating to funding status. In lieu of granting the above cost of living increases, Louisiana statutes allow the Board to grant a cost of living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost of living amount which cannot exceed \$1.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2019, that actual employer contribution rate was 19%.

In accordance with state statute, the Fund receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities. Non-employer contributions are recognized as revenue during the year and excluded from pension expense.

Plan members are required by state statute to contribute 8.25% percent of their annual covered salary and the Clerk is required to contribute at an actuarially determined rate. The current rate is 19% of annual covered payroll. Contributions to the plan also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the Clerk are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:105, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Clerk's contributions to the Plan, for the year ending June 30, 2019 and 2018 were \$70,845 and \$72,161 respectively.

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

At June 30, 2019, the Clerk reported a liability of \$660,380 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 Clerk's proportion of the net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Clerk's proportion at that date was 0.397030%, which was a decrease of 0.023964%.

Pension expense of \$78,244 was recognized for the year ended June 30, 2019. Deferred outflows and inflows of resources related to pensions were reported from the following sources:

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CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

	<u>Deferred Outflows of Resources:</u>	<u>Deferred Inflows of Resources:</u>
Differences between expected and actual experience	\$ 17,526	\$ (6,524)
Net difference between projected and actual investment earnings on pension plan investments	12,606	-
Changes of assumptions	68,611	-
Changes in proportion	3,377	(124,974)
Employer contributions subsequent to the measurement date	70,845	-
Total	<u>\$ 172,965</u>	<u>\$ (131,498)</u>

The Clerk reported a total of \$70,845 as deferred outflow of resources related to pension contributions made subsequent to the measurement date period of June 30, 2018 which will be recognized as a reduction in net pension liability in the year ending June 30, 2019.

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

Year ending June 30:	
2020	\$ 6,457
2021	(16,261)
2022	(29,398)
2023	<u>9,824</u>
Total	<u>\$ (29,378)</u>

Actuarial Methods and Assumptions

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position. A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018 are as follows:

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CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued) June 30, 2019

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.75%, net of investment expense
Projected Salary Increases	5.00%
Inflation Rate	2.50%
Mortality Rates	RP-2000 Employee Table (set back 4 years for males and 3 years for females) RP-2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females) RP-2000 Healthy Annuitant Table (set forward 1 year for males)
Expected Remaining Service Lives	2018 - 5 years 2017 - 5 years 2016 - 5 years 2015 - 5 years 2014 - 5 years
Cost-of-Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively

The mortality rate assumption used was verified by combining data from this plan with two other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 7.10%, for the year ended June 30, 2018.

The best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2018, is summarized in the following table:

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income:		
Core fixed income	5.00%	1.75%
Core plus fixed income	15.00%	2.00%
Domestic Equity:		
Large cap domestic equity	21.00%	4.50%
Non-large cap domestic equity	7.00%	4.75%
International Equity:		
Large cap international equity	14.00%	4.75%
Small cap international equity	6.50%	4.50%
Emerging markets	6.50%	6.25%
Real estate	10.00%	4.00%
Master limited partnerships	5.00%	6.00%
Hedge funds	10.00%	3.50%
	100.00%	

Discount Rate

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee contributions 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 pension plan's actuary. Based on those assumptions, the pension plan'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 Clerk's Proportionate Share of Net Pension Liability to Changes in Discount Rate

The following presents the Clerk's proportionate share of the Net Pension Liability using the discount rate of 6.75%, as well as what the Clerk's proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage point lower 5.75% or one percentage point higher 7.75% than the current rate used by each of the Retirement Systems:

	Changes in Discount Rate		
	1% Decrease	Current Discount Rate	1% Increase
	5.75%	6.75%	7.75%
Discount Rates			
Net Pension Liability	\$1,009,574	\$660,380	\$370,929

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued) June 30, 2019

Payables to the System

At June 30, 2019, the Clerk did not have any amounts owed to the Pension plan.

NOTE 13-DEFERRED COMPENSATION PLAN

All of the employees of the Clerk are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 25% of their salary (not to exceed \$16,500 per year) to the plan on a pre-tax basis. The contributions are withheld from the employee's paycheck and the Clerk matches up to \$300 per month for each employee. The contributions are fully vested immediately and are remitted to a third-party administrator each payday where they are deposited to an account in the employee's name. The Clerk of Court does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the year ended June 30, 2019, the Clerk's matching funds totaled \$28,875.

NOTE 14-OTHER POST EMPLOYMENT BENEFITS

Plan description

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 Governmental Accounting Standards Board (GASB) Statement 75 to pay the related benefits. 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.

During the year ended June 30, 2018 the Cameron Parish Clerk of Court adopted Government Accounting Standards Board (GASB) Statement No. 75 -Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions ("GASB 75") to replace GASB 45.

Benefits provided

The Clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 50% of retiree and 0% of dependent pre Medicare health, Medicare Supplement, vision, dental, and life insurance premiums. If the retiree has at least twenty years of service at retirement, the benefit terms provide for 100% of the retiree's premiums and 0% of dependents.

Employees covered by benefit terms. At January 1, 2018, the following employees were covered by the benefit terms:

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

Inactive employees currently receiving benefits payments	5
Inactive employees entitled to but not yet receiving benefit payments	-
Active Employees	6
Total	11

Total OPEB Liability

The Clerk's total OPEB liability of \$1,237,400 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:	2.40%
Salary Increases, including inflation:	3.00%
Discount Rate:	3.13%
Health Care Cost Trend Rates	
Medical:	-4.76% in first year, then 6.75%, decreasing 0.25% per year to an ultimate rate of 5.0% .
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.
Retirees' Share of Benefit-Related Costs:	
Medical:	50% for retirees and 100% for dependents.
Medicare Supplement:	50% for retirees and 100% for dependents.
Dental:	50% for retirees and 100% for dependents.
Vision:	50% for retirees and 100% for dependents.
Basic life Insurance:	0%

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

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

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

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

Changes in the Total OPEB Liability

Total OPEB Liability- beginning	\$ 1,157,356
Service Cost	10,472
Interest Cost	36,076
Differences between expected and actual experience	(49,455)
Changes in assumptions/inputs	113,457
Change in benefit terms	-
Benefit payments	(30,506)
Administrative expense	<u>-</u>
Total OPEB Liability - end	<u><u>\$ 1,237,400</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 percent) or 1-percentage-point higher (4.31 percent) than the current discount rate:

	1% Decrease	Current Discount Rate	1% Increase
	<u>2.31%</u>	<u>3.31%</u>	<u>4.31%</u>
Total OPEB Liability	<u>\$1,449,836</u>	<u>\$1,237,400</u>	<u>\$1,059,225</u>

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

	1% Decrease	Current Discount Rate	1% Increase
	<u>1%</u>	<u>3.31%</u>	<u>4.31%</u>
Total OPEB Liability	<u>\$1,106,740</u>	<u>\$1,237,400</u>	<u>\$1,392,798</u>

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

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 an OPEB expense of \$59,887. 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	\$ 2,154	\$ 39,564
Changes of assumptions or other inputs	<u>90,767</u>	<u>-</u>
Total Deferred Outflows and Inflows	<u>\$ 92,921</u>	<u>\$ 39,564</u>

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

Year Ended June 30:	
2020	13,339
2021	13,339
2022	13,339
2023	13,339
2024	-
Thereafter	<u>-</u>
Total	<u>\$ 53,356</u>

Payables to the OPEB Plan

At June 30, 2019, the Clerk did not have any amounts owed to the OPEB plan.

NOTE 15 - LONG -TERM OBLIGATIONS

Long-term liabilities include the following:

	Balance at July 1, 2018	Additions	Deletions	Balance at June 30, 2019
Net OPEB Obligation	\$ 1,157,356	80,044	-	\$ 1,237,400
Net Pension Liability	<u>636,936</u>	<u>23,444</u>	<u>-</u>	<u>660,380</u>
	<u>\$ 1,794,292</u>	<u>103,488</u>	<u>-</u>	<u>\$ 1,897,780</u>

CAMERON PARISH CLERK OF COURT

Notes to Financial Statements (Continued)
June 30, 2019

NOTE 16 - RELATED PARTY TRANSACTIONS

There were no related party transactions requiring disclosure.

NOTE 17 - LITIGATION

There is no litigation that would require disclosure in the accompanying financial statements.

NOTE 18 – EXCESS FUND BALANCE

R.S. 13:785 requires that every four years (at close of the term of office) the Clerk of Court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the Clerk's last year of her term of office. This payment is limited to no more than that which was received by the Clerk in accordance with R.S. 13:784 (A) during said term of office. The Parish Police Jury has not provided any direct funds to the Clerk under statute R.S. 17:784(A). At June 30, 2019 there was no amount due to the parish treasurer.

REQUIRED SUPPLEMENTARY INFORMATION

CAMERON PARISH CLERK OF COURT

**Budgetary Comparison Schedule
General Fund
Year Ended June 30, 2019**

	Budget		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Intergovernmental Revenues	\$ 22,800	\$ 26,260	\$ 32,915	\$ 6,655
Charges for services:				-
Court costs and fees	293,000	400,620	400,172	(448)
Certified copies and data processing	150,000	63,000	62,730	(270)
Licenses	800	720	260	(460)
Recording fees	275,000	160,000	159,699	(301)
Interest earned	1,000	2,400	2,422	22
Other	2,000	9,000	9,088	88
Total Revenues	<u>744,600</u>	<u>662,000</u>	<u>667,286</u>	<u>5,286</u>
Expenditures:				
Current -				
General government	<u>714,500</u>	<u>660,070</u>	<u>654,317</u>	<u>5,753</u>
Total Expenditure	<u>714,500</u>	<u>660,070</u>	<u>654,317</u>	<u>5,753</u>
Change in Fund Balance	30,100	1,930	12,969	(467)
Fund Balance, Beginning	<u>236,768</u>	<u>236,768</u>	<u>237,169</u>	<u>(401)</u>
Fund Balance, Ending	<u>\$ 266,868</u>	<u>\$ 238,698</u>	<u>\$ 250,138</u>	<u>\$ (868)</u>

See Independent Auditors' Report.

CAMERON PARISH CLERK OF COURT

**Schedule of Clerk's Proportionate Share of Net Pension Liability
Year Ended June 30, 2019**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Employer's Proportion of the Net Pension Liability (Assets)	0.40%	0.42%	0.48%	0.56%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 660,380	\$ 636,936	\$ 892,370	\$ 835,575
Covered Payroll	368,633	450,416	525,295	441,024
Employer's Proportionate Share of the Net Pension Liability (Asset) Liability (Asset) as a Percentage of its Covered Payroll	179.14%	172.78%	198.10%	159.00%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	79.07%	79.69%	74.17%	78.13%

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

The amounts represented have a measurement date of the previous fiscal year.

See Independent Auditors' Report.

CAMERON PARISH CLERK OF COURT

**Schedule of Employer's Contributions to the Pension Plan
Year Ended June 30, 2019**

<u>Year Ended June 30,</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to Contractual Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions As a Percentage of Employee Payroll</u>
2019	\$ 70,845	\$ 70,040	\$ (805)	\$ 372,871	19.00%
2018	72,161	70,040	(2,121)	368,633	19.00%
2017	83,653	83,653	-	450,416	19.00%
2016	95,751	95,751	-	525,295	19.00%

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

CAMERON PARISH CLERK OF COURT

**Schedule of Changes in the Total OPEB Liability and Related Ratios
Year Ended June 30, 2019**

	<u>2018</u>	<u>2019</u>
Total OPEB Liability		
Service Cost	\$ 10,142	\$ 10,472
Interest	40,966	36,076
Changes of benefit terms	-	-
Differences btwn expected and actual experience	3,232	(49,455)
Changes in assumptions or other inputs	-	113,458
Benefit payments	<u>(37,026)</u>	<u>(30,506)</u>
Net Change in Total OPEB Liability	17,314	80,044
Total OPEB Liability - beginning	<u>1,140,042</u>	<u>1,157,356</u>
Total OPEB Liability - end	<u>\$ 1,157,356</u>	<u>\$ 1,237,400</u>
Covered Employee Payroll	\$ 368,633	\$ 372,871
Total OPEB Liability as a percentage of covered employee payroll	314%	332%

Notes to Schedule:

Changes of Benefit Terms:

None

Changes of 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 Annuitant, Generational with MP-2018

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

CAMERON PARISH CLERK OF COURT

Notes to Required Supplementary Information
Year Ended June 30, 2019

1. Budgetary and Budgetary Accounting

The Clerk of Court follows these procedures in establishing the budgetary data reflected in the financial statements:

- a. A proposed budget is prepared and submitted to the Clerk of Court for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
- b. A summary of the proposed budget is published, and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- c. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
- d. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
- e. All budgetary appropriations lapse at the end of each fiscal year.
- f. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Clerk of Court. Such amendments, except for capital outlay, were not material in relation to the original appropriations.

2. Net Pension Liability

Changes in Benefit Terms

The investment rate of return decreased from 7.0% to 6.75%.

Changes in Assumptions

There were no changes in assumption for the fiscal year ended June 30, 2019.

SUPPLEMENTARY INFORMATION

CAMERON PARISH CLERK OF COURT

Supplementary Information

Combining Statement of Fiduciary Assets and Liabilities
Agency Trust Fund
June 30, 2019

	Advance Deposit Fund	Registry of Court Fund	Indigent Transcript Fund	Total
Assets				
Cash and cash equivalent	\$ 244,832	\$ 2,644,323	\$ 23,819	\$ 2,912,974
Investments	-	100,199	-	100,199
Total Assets	<u>\$ 244,832</u>	<u>\$ 2,744,522</u>	<u>\$ 23,819</u>	<u>\$ 3,013,173</u>
Net Position				
Held in trust for others	<u>\$ 244,832</u>	<u>\$ 2,744,522</u>	<u>\$ 23,819</u>	<u>\$ 3,013,173</u>
Total Net Position	<u>\$ 244,832</u>	<u>\$ 2,744,522</u>	<u>\$ 23,819</u>	<u>\$ 3,013,173</u>

See Independent Auditors' Report.

CAMERON PARISH CLERK OF COURT

Supplementary Information

Schedule of Changes in Fiduciary Assets and Liabilities
Agency Trust Fund
For the Year Ended June 30, 2019

	Advance Deposit Fund	Registry of Court Fund	Indigent Transcript Fund	Total
Additions				
Interest earned	\$ 291	\$ 2,923	\$ 36	\$ 3,250
Suits and successions	<u>213,600</u>	<u>2,705,836</u>	<u>2,077</u>	<u>2,921,513</u>
Total additions	<u>213,891</u>	<u>2,708,759</u>	<u>2,113</u>	<u>2,924,763</u>
Deductions				
Clerk of Court's costs	145,078	-	-	145,078
Settlement to litigant/others	30,978	10,440,346	6,644	10,477,968
Sheriff's fees	<u>23,620</u>	<u>-</u>	<u>-</u>	<u>23,620</u>
Total deductions	<u>199,676</u>	<u>10,440,346</u>	<u>6,644</u>	<u>10,646,666</u>
Change in net position	<u>14,215</u>	<u>(7,731,587)</u>	<u>(4,531)</u>	<u>(7,721,903)</u>
Net position, beginning	<u>230,617</u>	<u>10,476,109</u>	<u>28,349</u>	<u>10,735,075</u>
Net position, ending	<u>\$ 244,832</u>	<u>\$ 2,744,522</u>	<u>\$ 23,819</u>	<u>\$ 3,013,173</u>

See Independent Auditors' Report.

CAMERON PARISH CLERK OF COURT

Supplementary Information

Schedule of Compensation, Benefits, and Other Payments to the Agency Head

Agency Head

Susan Racca
Clerk of Court

Purpose	<u>Amount</u>
Salary	\$ 148,229
Benefits – Retirement	28,164
Election fees	1,800
Travel:	
Auto Allowance	22,234
Conference Registration	1,200
Conference Travel	2,053
Office Dues	<u>200</u>
Total Compensation, Benefits and Other Payments	<u>\$ 203,881</u>

INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS



J. WALKER & COMPANY^{APC}

ACCOUNTANTS AND ADVISORS

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

The Honorable Susan Racca
Cameron Parish Clerk of Court
Cameron, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Cameron Parish Clerk of Court, a component unit of the State of Louisiana, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Cameron Parish Clerk of Court's basic financial statements and have issued our report thereon dated December 22, 2019.

Internal Control over Financial Reporting

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

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

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

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Cameron Parish Clerk of Court's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

J. Walker & Company, APC

Lake Charles, Louisiana
December 22, 2019



CAMERON PARISH CLERK OF COURT

Schedule of Findings and Responses Year Ended June 30, 2019

I. Summary of Auditor's Results

a. Financial Statements

1. The independent auditor's report expresses an unmodified opinion on the financial statements of the Cameron Parish Clerk of Court.
2. There were no material weaknesses or significant deficiencies disclosed during the audit of the financial statements and reported in the *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*.
3. There were no instances of noncompliance that are reported in the *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*.

b. Federal Awards

N/A

c. Management Letter

1. No management letter was issued in connection with the audit for the year ended June 30, 2019.

CAMERON PARISH CLERK OF COURT

Schedule of Findings and Responses
Year Ended June 30, 2019

II. Summary of Findings

There were no current findings.

CAMERON PARISH CLERK OF COURT

Schedule of Findings and Responses
Year Ended June 30, 2019

III. Summary of Prior Year Findings

There were no prior year findings.



J. WALKER & COMPANY^{APC}

ACCOUNTANTS AND ADVISORS

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Susan Racca
Cameron Parish Clerk of Court
Cameron Louisiana, and the
Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Cameron Parish Clerk of Court and the Louisiana Legislative Auditor (LLA) 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. The Entity's management 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, we 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:

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 operations):

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget

We performed the above procedure and no exceptions were noted.

- 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.

We performed the above procedure and noted the following exceptions:

Results: *Written policies and procedures did not include the preparation and approval process of purchase requisitions and purchase orders.*

Recommendation: *The Clerk's Office should include the use of purchase order requisitions forms in it's existing policy.*

- c) **Disbursements**, including processing, reviewing, and approving

We performed the procedure above and noted no exceptions.

- 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

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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).

We performed the procedure above and noted no exceptions.

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

We performed the procedure above and noted no exceptions.

- 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

We performed the procedure above and noted no exceptions.

- 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 of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)

We performed the procedure above and noted no exceptions.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

We performed the procedure above and noted no exceptions.

- 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.

We performed the procedure above and noted no exceptions.

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

We performed the procedure above and noted no exceptions.

- 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 of personnel, processes, and tools needed to recover operations after a critical event.

We performed the procedure above and the following exceptions were noted.

Results: *We noted that the current policies and procedures manual did not define or include a policy for Disaster Recovery/Business Continuity.*



Recommendation: The Cameron Parish Clerk of Court's office should update their policies and procedures manual to include a Disaster Recovery/Business Continuity plan.

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.
 - c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

The Cameron Parish Clerk of Court does not have a board or finance committee. Therefore, these procedures are not applicable.

Bank Reconciliations

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
We performed the procedure above and noted no exceptions.
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
We performed the procedure above and noted no exceptions.
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.



We performed the procedures above and noted no exceptions.

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).

Results: Deposits are only taken at the office of the Cameron Parish Clerk of Court.

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.

We performed the procedure above and noted no exceptions.

- b) 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.

We performed the procedure above and noted no exceptions.

- c) 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.

We performed the procedure above and noted no exceptions.

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

We performed the above procedure and noted no exceptions.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

We performed the procedure above and noted no exceptions.



- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

We performed the procedure above and noted no exceptions.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

We performed the procedure above and noted no exceptions.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

We performed the procedure above and noted no exceptions.

- e) Trace the actual deposit per the bank statement to the general ledger.

We performed the procedure above and noted no exceptions.

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

Results: Payments are only processed at the office of the Cameron Parish Clerk of Court.

- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

We performed the above procedure and noted the following exceptions:

Results: Currently, the entity does not have a purchase request system in place.

Recommendation: Create a purchase order system and utilize the purchase order system.

Management Response: See management's response.

- b) At least two employees are involved in processing and approving payments to vendors.

We performed the procedure above and noted no exceptions.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

We performed the procedure above and noted no exceptions.



- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

We performed the procedure above and noted no exceptions.

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe that the disbursement matched the related original invoice/billing statement.

We performed the procedure above and noted no exceptions.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

We performed the procedure above and noted no exceptions.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

- 11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Results: A listing of all active credit cards were obtained from management.

- 12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

We performed the procedure above and noted no exceptions.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

We performed the above procedure and no exceptions were noted.

- 13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe



that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

We performed the procedure above and noted no exception.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

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 forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

We performed the above procedure and noted no exceptions.

b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

We performed the above procedure and noted no exceptions.

c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

We performed the above procedure and noted no exceptions.

Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

We performed the procedure above and noted no exceptions.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.



No contracts reached the threshold for public bid under Louisiana Public Bid Law. Therefore, no procedures were performed.

- b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

Not applicable.

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

We performed the above procedures and noted no exceptions.

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

We performed the above procedures and noted no exceptions.

Payroll and Personnel

- 16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

- 17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

We performed the procedure above and noted no exceptions.

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

We performed the procedure above and noted no exceptions.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

We performed the procedure above and noted no exceptions.

- 18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the



employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

We performed the procedure above and noted no exceptions.

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

We performed the procedure above and noted no exceptions.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
 - a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

We performed the procedure above and noted no exceptions.

Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

We performed the procedure above and noted no exceptions.

Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

The Cameron Parish Clerk of Court did not issue debt during the fiscal period. Therefore, these procedures are not applicable.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

The Cameron Parish Clerk of Court did not issue debt during the fiscal period. Therefore, these procedures are not applicable.

Other

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that



the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

We performed the procedure above and noted no exceptions.

24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

We performed the procedure above and noted no exceptions.

J. Walker & Company, APC

Lake Charles, Louisiana
December 24, 2019



Cameron Parish
Clerk of Court



Susan Racca
Clerk of Court

P.O. Box 549
119 Smith Circle
Cameron, La. 70631

December 30, 2019

J. Walker & Company
2740 Rue de Jardin
Suite 100
Lake Charles, LA 70605

Mr. Walker,

The following is in response to the findings in the audit for years 07/01/2018 through 06/30/2019

1 b. Purchasing: The Cameron Parish Police Jury is required by Revised Statutes to provide the Cameron Parish Clerk of Court with the necessary items to assure the continued care of the public records. When items are deemed necessary by the Clerk of Court a call is placed to the police jury with the items and costs associated, in turn a purchase order is completed by the police jury purchasing agent and signed by the clerk and the agent. The item is ordered and payment is made with Police Jury funds. The Clerk keeps a copy of said purchase order and the original is kept with the purchasing department at the Police Jury.

1 k. Disaster Recovery: The Disaster Recovery plan will be completed by audit year 2019-2020.

9 a. Please refer to item (1 b) above.

Thank you for your time.

A handwritten signature in cursive script that reads "Susan Racca".

Susan Racca
Cameron Parish
Clerk of Court