



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



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## **INDEPENDENT AUDITORS' REPORT**

To the Honorable Ms. Robin Hooter  
Rapides Parish Clerk of Court  
Alexandria, LA

### **REPORT ON THE FINANCIAL STATEMENTS**

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

### **MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

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

### **AUDITOR'S RESPONSIBILITY**

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

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

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

**-Members-**

**American Institute of Certified Public Accountants • Society of Louisiana, CPAs**

# ***Rapides Parish Clerk of Court***

***November 16, 2021***

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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 Rapides Parish Clerk of Court, as of June 30, 2021, and the respective changes in financial for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **OTHER MATTERS**

### **REQUIRED SUPPLEMENTARY INFORMATION**

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

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

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

### **OTHER SUPPLEMENTAL INFORMATION**

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

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

The other supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and

reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, other supplemental information is fairly stated in all material respects in relation to the basic financial statements as a whole.

**OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2021, on our consideration of the Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk of Court's internal control over financial reporting and compliance.



Rozier, McKay, & Willis  
Certified Public Accountants

November 16, 2021  
Alexandria, Louisiana



# **Rapides Parish Clerk of Court**

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

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

## **OVERVIEW OF FINANCIAL STATEMENTS**

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

### **GOVERNMENT –WIDE FINANCIAL STATEMENTS**

The government-wide financial statements report information about the Clerk as a whole using accounting methods similar to those used by private-sector companies. All revenues and expenses are reported regardless of when cash is received or paid.

The government-wide financial statements are comprised of governmental activities, which account for expenses incurred in connection with providing basic services as the ex-officio notary public, the recorder of conveyances, mortgages, and filing of civil and criminal cases, among other duties. The governmental activities are financed by license and permit fees, and other fees for services provided.

### **FUND FINANCIAL STATEMENTS**

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

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

## **FINANCIAL ANALYSIS OF THE CLERK AS A WHOLE**

### **NET POSITION**

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

# **Rapides Parish Clerk of Court**

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

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	<u>June 30, 2021</u> <u>Governmental</u> <u>Activities</u>	<u>June 30, 2020</u> <u>Governmental</u> <u>Activities</u>
<b>Assets:</b>		
Current and Other Assets	\$ 6,852,887	\$ 5,832,484
Capital Assets	351,635	396,337
Total Assets	<u>7,204,522</u>	<u>6,228,821</u>
<b>Deferred Outflows</b>	<u>2,764,264</u>	<u>1,657,383</u>
<b>Liabilities:</b>		
Current Liabilities	368,356	358,599
Long-term Liabilities	9,183,695	7,606,501
Total Liabilities	<u>9,552,051</u>	<u>7,965,100</u>
<b>Deferred Inflows</b>	<u>1,068,855</u>	<u>1,121,481</u>
<b>Net Position:</b>		
Invested in Capital Assets (Net)	351,635	396,337
Unrestricted	(1,003,755)	(1,596,714)
Total Net Position - Ending	<u>\$ (652,120)</u>	<u>\$ (1,200,377)</u>

As the presentation appearing above demonstrates, a deficit is reported for the net position. The deficit is attributable to including reporting liabilities associated with the expected future cost of providing benefits to retirees. Management believes that sufficient resources will be available to meet these obligations as they become due.

### **CHANGES IN NET POSITION**

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

	<u>June 30, 2021</u> <u>Governmental</u> <u>Activities</u>	<u>June 30, 2020</u> <u>Governmental</u> <u>Activities</u>
Program Revenue:		
Charges for Services	\$ 4,861,854	\$ 4,214,170
Operating Grants and Contributions	----	----
Capital Grants and Contributions	----	----
General Revenue:		
Other	98,704	102,858
Total Revenue	<u>4,960,558</u>	<u>4,317,028</u>

# **Rapides Parish Clerk of Court**

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

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Program Expenses:		
Judicial	4,412,301	4,350,460
Total Expenses	<u>4,412,301</u>	<u>4,350,460</u>
Change in Net Position	<u>548,257</u>	<u>(33,432)</u>
<u>Net Position – Beginning</u>		
As Originally Stated	(1,200,377)	(1,560,460)
Prior Period Adjustment	----	393,515
As Restated	<u>(1,200,377)</u>	<u>(1,166,945)</u>
Net Position – Ending	<u>\$ (652,120)</u>	<u>\$ (1,200,377)</u>

Governmental activities increased the Clerk's net position by \$548,257. This increase is attributable to a rise in activities and related fees as a result of the pandemic coming to an end.

### **FINANCIAL ANALYSIS OF THE CLERK'S FUNDS**

The Clerk's general fund, which is available for spending at the Clerk's discretion, reported a fund balance of \$6,484,531 which represents an increase of \$1,010,646 in comparison to the previous balance. Differences between fund balances and net position reported for governmental activities are attributable to including capital assets in the determination of net position, and changes in OPEB and Net Pension Liabilities, which are not considered in fund accounting.

### **GENERAL FUND BUDGET HIGHLIGHTS**

The Clerk's salary fund is required to adopt a budget and the budget is amended as necessary. The original budget was amended to address matters that were not anticipated when the budget was prepared. Budget variances for revenues and expenditures were within the acceptable range.

### **CAPITAL ASSET ADMINISTRATION**

There were no capital asset additions in the current year, activity was limited to depreciation of existing assets.

### **DEBT ADMINISTRATION**

At year end, the Rapides Parish Clerk of Court had no long-term debt outstanding.



# Rapides Parish Clerk of Court

## Statement of Net Position June 30, 2021

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	<u>Governmental Activities</u>
<b><u>ASSETS</u></b>	
Cash and cash equivalents	\$ 6,801,232
Receivables (net)	51,655
Capital Assets	
Depreciable, net of accumulated depreciation	<u>351,635</u>
<b>Total assets</b>	<u>7,204,522</u>
<b><u>DEFERRED OUTFLOWS</u></b>	
Pension Funding Deferrals	2,214,684
Other Post Employment Benefits	<u>549,580</u>
<b>Total Deferred Outflows</b>	<u>2,764,264</u>
<b><u>LIABILITIES</u></b>	
Accounts Payable	21,115
Other Accrued Liabilities	4,150
Delayed Revenues	343,091
Long-term liabilities	
Compensated Absences	253,236
Net OPEB Obligation	3,655,143
Net Pension Liability	<u>5,275,316</u>
<b>Total liabilities</b>	<u>9,552,051</u>
<b><u>DEFERRED INFLOWS</u></b>	
Pension Funding Deferrals	65,254
Other Post Employment Benefits	<u>1,003,601</u>
<b>Total Deferred Inflows</b>	<u>1,068,855</u>
<b><u>NET POSITION</u></b>	
Invested in capital assets, net of related debt	351,635
Unrestricted	<u>(1,003,755)</u>
<b>Total net position (deficit)</b>	<u>\$ (652,120)</u>

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

# Rapides Parish Clerk of Court

Statement of Activities  
Year Ended June 30, 2021

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Total</u>
		<u>Charges For Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<b><u>Governmental Activities:</u></b>					
Judicial	\$ 4,412,301	4,861,854	\$ -	\$ -	\$ <u>449,553</u>
			<u>General Revenues:</u>		
			Interest		36,054
			Miscellaneous		<u>62,650</u>
			Total General Revenues		<u>98,704</u>
			Change in Net Position		548,257
			Net Position Beginning		<u>(1,200,377)</u>
			Net Position Ending		<u>\$ (652,120)</u>

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

# Rapides Parish Clerk of Court

## Balance Sheet Governmental Funds - June 30, 2021

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	<u>General (Salary) Fund</u>
<b><u>Assets</u></b>	
Cash and cash equivalents	\$ 6,801,232
Receivables (net)	<u>51,655</u>
<b>Total assets</b>	<b><u>\$ 6,852,887</u></b>
<b><u>Liabilities and fund equity</u></b>	
<b><u>Liabilities:</u></b>	
Accounts Payable	\$ 21,115
Other Accrued Liabilities	4,150
Delayed Revenues	<u>343,091</u>
<b>Total liabilities</b>	<b><u>368,356</u></b>
<b><u>Fund equity:</u></b>	
Unassigned	<u>6,484,531</u>
<b>Total fund equity</b>	<b><u>6,484,531</u></b>
<b>Total liabilities and fund equity</b>	<b><u>\$ 6,852,887</u></b>

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

# Rapides Parish Clerk of Court

## Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Assets of Governmental Activities on the Statement of Net Position

Year Ended June 30, 2021

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Total Fund Balances - Governmental Funds \$ 6,484,531

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

Capital assets used in governmental activities are not financial resources and  
therefore are not reported in the funds. 351,635

Long term liabilities and pension related deferred outflows and deferred  
inflows are not due and payable in the current period and therefore they  
are not reported in the Governmental Fund Balance Sheet (7,488,286)

Net Position of Governmental Activities \$ (652,120)

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

# Rapides Parish Clerk of Court

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

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	<u>General (Salary) Fund</u>
<b><u>Revenues:</u></b>	
Charges for Services	
Recording Fees	\$ 2,855,735
Legal Filing Fees	1,456,639
Child Support Filing Fees	71,161
Other	272,018
Licenses and permits	
Marriage License & Vital Records	189,131
Election Revenues	17,170
Interest Income	36,054
Miscellaneous Revenues	62,650
<b>Total revenues</b>	<u>4,960,558</u>
<b><u>Expenditures:</u></b>	
Current	
Judicial	
Personnel Services & Related Benefits	3,292,231
Office/ Administrative	570,999
Operating Services	86,682
Capital Expenditures	-
<b>Total expenditures</b>	<u>3,949,912</u>
<b>Excess (deficiency) of revenues over expenditures</b>	1,010,646
<b>Fund balance - beginning of year</b>	<u>5,473,885</u>
<b>Fund balance - end of year</b>	<u>\$ 6,484,531</u>

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

# Rapides Parish Clerk of Court

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

Year Ended June 30, 2021

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Net change in fund balances of Governmental Funds		\$ 1,010,646
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital expenditures reported by Governmental Funds	-	
Depreciation expense reported on a government-wide basis	<u>(44,702)</u>	(44,702)
Compensated absences are recorded in the governmental funds when paid, but are recorded in the statement of activities when incurred. This represents the amount compensated absences earned exceeded amounts paid in the current period.		
		19,755
Activity related to postemployment benefits reported in the statement of activities that does not require the use of current financial resources and therefore is not reported by governmental funds.		
		<u>(437,442)</u>
Change in net position of governmental activities		<u>\$ 548,257</u>

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

# **Rapides Parish Clerk of Court**

## **Statement of Fiduciary Assets and Liabilities Fiduciary Funds - Year Ended June 30, 2021**

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	<u>Custodial Funds</u>
<b><u>Assets</u></b>	
Cash & Cash Equivalents	\$ 2,730,509
Other Assets	<u>17,419</u>
	-
<b>Total Assets</b>	<u><u>2,747,929</u></u>
<b><u>Liabilities</u></b>	
Unsettled Deposits	<u>2,747,929</u>
<b>Total Liabilities</b>	<u><u>\$ 2,747,929</u></u>
<b><u>Net Position</u></b>	
<b>Total Net Position</b>	<u><u>\$ -</u></u>

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



# Rapides Parish Clerk of Court

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

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	<u>Total</u>
<b><u>Additions</u></b>	
Deposits	\$ 3,529,557
Interest Earned	1,052
<b>Total Additions</b>	<u>3,530,609</u>
<b><u>Deductions</u></b>	
Distributed to Litigants	1,077,207
Distributed to Salary Fund	1,702,151
Distributed to Others	751,252
<b>Total Deductions</b>	<u>3,530,609</u>
<b>Changes in Net Position</b>	-
<b>Net Position - Beginning of Year</b>	<u>-</u>
<b>Net Position - End of Year</b>	<u>\$ -</u>

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

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

**June 30, 2021**

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### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

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

#### **FINANCIAL REPORTING ENTITY**

The Clerk of Court is an independently elected official; however, the Clerk is fiscally dependent on the Rapides Parish Police Jury. The police jury maintains and operates the parish courthouse in which the Clerk's office is located. For this reason, the Clerk was determined to be a component unit of the Rapides Parish Police Jury, the financial reporting entity.

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

#### **BASIC FINANCIAL STATEMENTS**

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

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

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

#### **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

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

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

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

June 30, 2021

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### **FUND FINANCIAL STATEMENTS**

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

### **MAJOR GOVERNMENTAL FUNDS**

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

### **FIDUCIARY FUNDS**

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

### **BASIS OF ACCOUNTING AND MEASUREMENT FOCUS**

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

<b><u>Financial Statement Presentation</u></b>	<b><u>Basis of Accounting</u></b>	<b><u>Measurement Focus</u></b>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements:		
Governmental Funds	Modified Accrual Basis	Current Financial Resources
Fiduciary Funds	Accrual Basis	Economic Resources

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

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

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

June 30, 2021

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### **BUDGETARY CONTROL**

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

### **CASH AND CASH EQUIVALENTS**

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

### **RECEIVABLES**

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

### **CAPITAL ASSETS**

Capital assets, which include property and equipment utilized in the operation of the Clerk's office. Assets reported in the fund financial statements for governmental funds exclude capital assets. Instead, the governmental funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Capital assets are depreciated using the straight-line method and estimated useful lives ranging from 3 to 30 years. Useful lives are selected depending on the expected durability of the particular asset.

### **COMPENSATED ABSENCES**

Employees earn annual leave and are allowed to accumulate up to 420 vested hours that are payable upon termination.

### **NOTE 2 - CASH AND CASH EQUIVALENTS**

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

Deposits in financial institutions totaled \$9,619,551 (collected bank balance). These deposits are secured from risk by \$1,250,000 in Federal Deposit Insurance, pledged securities with a market value of \$10,495,174 and an irrevocable standby letter of credit from the Federal Home Loan Bank of Dallas in the amount of \$1,100,000. The pledged securities are held by a custodial bank in the name of the

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

June 30, 2021

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pledging institution (fiscal agent). However, State Law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten (10) days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

### **NOTE 3 - RECEIVABLES**

Receivables at June 30, 2021 consisted of the following:

	General Fund	Agency Funds
Fees For Services	\$ 28,203	\$ ----
Title IV Fees Due From the State of Louisiana	21,561	----
Other	1,891	17,419
Total	<u>\$ 51,655</u>	<u>\$ 17,419</u>

An allowance for doubtful receivables is not required because all receivables are considered collectible.

### **NOTE 4 – CAPITAL ASSETS**

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

	Beginning Balance	Additions	Deletions	Ending Balance
Furniture, Fixtures and Equipment	\$ 1,689,788	\$ ----	\$ ----	\$ 1,689,788
Accumulated Depreciation	(1,293,451)	(44,702)	----	(1,338,153)
Net Capital Assets	<u>\$ 396,337</u>	<u>\$ (44,702)</u>	<u>\$ ----</u>	<u>\$ 351,635</u>

Depreciation is charged entirely to judicial expense.

### **NOTE 5 – ACCOUNTS PAYABLE**

Accounts payable consist entirely of amounts payable to vendors for operating expenses.

### **NOTE 6 – DELAYED REVENUES**

The State has provided funds for certain services to children. Funds provided by the State have exceeded amounts required to provide the services. The excess amount on hand has been reported as delayed revenues and will not be reported as income until qualified expenditures are incurred.

### **NOTE 7 - PENSION PLAN**

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

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

June 30, 2021

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### **PLAN DESCRIPTION**

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

### **DISABILITY BENEFITS**

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

### **SURVIVOR BENEFITS**

If a member who has less than five years of credited service dies, his accumulated contributions are paid to his designated beneficiary. If the member has five or more years of credited service, automatic Option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with option factors used as if the member had continued in service to earliest normal retirement age. Benefit payments are to commence on the date a member would have first become eligible for normal retirement assuming continued service until that time. In lieu of a deferred survivor benefits, the surviving spouse may elect benefits payable immediately with benefits reduced 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 12 or more years of service, automatic Option 2 benefits are payable to the surviving spouse with payments to commence on the member's retirement eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

### **DEFERRED RETIREMENT OPTION PLAN**

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

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

**June 30, 2021**

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

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

### **COST OF LIVING ADJUSTMENTS**

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

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

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

*Funding Policy.* According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2020, the actual employer contribution rate was 19%. In accordance with state statute, the Fund also receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.



# Rapides Parish Clerk of Court

## Notes to Financial Statements

June 30, 2021

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### FINANCIAL SUMMARY

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

Total Pension Liability	\$ 862,128,293
Plan Fiduciary Net Position	621,541,786
Net Pension Liability	<u>240,586,507</u>
Clerk's Proportionate Share (Percentage)	2.192690%
Clerk's Proportionate Share (Amount)	<u>\$ 5,275,316</u>

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

Beginning Net Pension Liability	\$ 3,979,850
Employer Contributions	(413,522)
<u>Pension Expense</u>	
Proportionate Share of Plan Pension Expense	1,050,802
Employee Contributions	<u>(253,772)</u>
Changes in Deferred Outflows of Resources	953,260
Changes in Deferred Inflows of Resources	<u>(41,302)</u>
Ending Net Pension Liability	<u>\$ 5,275,316</u>

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

# Rapides Parish Clerk of Court

## Notes to Financial Statements

June 30, 2021

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>	<b>Net</b>
Differences Between Expected and Actual Experience	\$ 65,913	\$ 65,254	\$ 659
Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	1,130,633	----	1,130,633
Changes of Assumptions	467,875	----	467,875
Changes in Proportion	102,397	----	102,397
Employer Contributions Made After the Measurement Date	447,866	----	447,866
Total Deferrals	2,214,684	65,254	2,149,430
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	(447,866)	----	(447,866)
Deferrals Subject to Amortization	<u>\$ 1,766,818</u>	<u>\$ 65,254</u>	<u>\$ 1,701,564</u>

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

<u>For the Year Ending:</u>	
June 30, 2021	\$ 423,455
June 30, 2022	535,338
June 30, 2023	441,769
June 30, 2024	<u>301,002</u>
Total	<u>\$ 1,701,564</u>

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

Valuation Date	June 30, 2020
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions: Investment Rate of Return	6.75%, net of investment expense
Projected Salary Increases	1-5 years of service – 6.2% 5 years or more – 5%
Inflation Rate	2.50 %

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

**June 30, 2021**

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Mortality Rates	Pub- 2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 improvement scale
Expected Remaining Service Lives	2020 - 5 years 2019 - 5 years 2018 - 5 years 2017 - 5 years 2016 - 5 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the 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 not deemed to be substantively automatic.

The actuarial assumptions used are based on the assumptions used in the 2020 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2014 through June 30, 2019, unless otherwise specified. In cases where benefit structures were changes after the experience study period, assumptions were based on future experiences.

The mortality rate assumption used was verified by combining data from this plan with two other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2014 through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

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

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

June 30, 2021

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

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

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

	1% Decrease 5.75% Discount Rate	Current Discount Rate 6.75%	1% Increase 7.75 % Discount Rate
Net Pension Liability	\$ 7,361,628	\$ 5,275,316	\$ 3,516,816

### **NOTE 8- OTHER POSTEMPLOYMENT BENEFITS**

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

### **BENEFITS PROVIDED.**

The Clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 100% of retiree and 0% of dependent pre-Medicare health, Medicare Advantage, vision, and dental insurance premiums. The plan also provides for payment of 100% of retiree life insurance premiums.

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

June 30, 2021

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### **EMPLOYEES COVERED BY BENEFIT TERMS**

On January 1, 2020, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefits payments	12
Inactive employees entitled to but not yet receiving benefit	0
Active Employees	43
<u>Total</u>	<u>55</u>

### **TOTAL OPEB LIABILITY**

The Clerk's total OPEB liability of \$3,655,143 was measured as of June 30, 2021 and was determined by an actuarial valuation as of January 1, 2020.

### **ACTUARIAL ASSUMPTIONS AND OTHER INPUTS.**

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

Measurement Date	June 30, 2021
Valuation Date	January 1, 2021
Inflation	2.40%
Salary Increases, Including Inflation	3.25%
Discount Rate	1.92%
Health Care Cost Trend Rates	
Medical	4.95% for 2021, 6.25% for 2022, decreasing 0.25% per year to an ultimate rate of 5.0% for 2027 and later years.
Medicare Advantage	0% for 2021, 4.75% for 2022, decreasing 0.25% per year to an ultimate rate of 3.0% for 2029 and later years. Includes 2% per year for aging.
Dental	3.0% annual trend
Vision	3.0% annual trend
Retirees' Share of Benefit Related Cost	0% for retirees and 100% for dependents.

The discount rate was based on the 6/30/2021 Fidelity General Obligation AA 20-Year Yield.

- Mortality rates for active employees were based on the PubG.H-2010 Employee mortality table, Generational with Projection Scale MP-2020 for males or females, as appropriate.
- Mortality rates for retired employees were based on the PubG.H-2010 Healthy Retiree mortality table, Generational with Projection Scale MP-2020 for males or females, as appropriate.

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 Total OPEB Liability are presented as follows:

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

June 30, 2021

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	<u>Total OPEB Liability</u>
Balance at 6/30/2020	<u>\$ 3,353,660</u>
Changes for the year:	
Service Cost	115,714
Interest	83,980
Differences between expected and actual experience	6,011
Changes in Assumptions/Inputs	178,981
Benefit payments	<u>(\$83,203)</u>
Net Changes	<u>\$301,483</u>
Balance at 6/30/2021	<u><u>\$ 3,655,143</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 (.92 percent) or 1-percentage-point higher (2.92 percent) than the current discount rate:

	1% Decrease (0.92%)	Discount Rate (1.92%)	1% Increase (2.92%)
Total OPEB Liability	\$ 4,333,033	\$ 3,655,143	\$ 3,054,597

### **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	Discount Rate	1% Increase
Total OPEB Liability	\$ 3,196,945	\$ 3,655,143	\$ 4,285,817

### **OPEB EXPENSE AND DEFERRALS**

For the year ended June 30, 2021, the Clerk recognized an OPEB expense of \$171,912. On June 30, 2021, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 50,813	\$ 51,812
Changes of Assumptions and Other Inputs	498,767	951,789
Total	<u>\$ 549,580</u>	<u>\$ 1,003,601</u>

# **Rapides Parish Clerk of Court**

## **Notes to Financial Statements**

June 30, 2021

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

<u>Year Ended June 30:</u>	
2022	\$ (27,783)
2023	(27,783)
2024	(27,783)
2025	(27,783)
2026	(27,783)
Thereafter	(315,106)

### **NOTE 9 – COMPENSATED ABSENCES**

The obligation to provide vacation leave to employees is referred to as accrued leave. Resources provided by the general fund are used to liquidate the accrued leave balances. Accrued leave balances and activity are presented as follows:

Beginning Balance	\$ 272,991
Net Increase (Decrease)	<u>(19,755)</u>
Ending Balance	<u>\$253,236</u>

The Clerk's Salary Fund is utilized for liquidating compensated absences.



# Rapides Parish Clerk of Court

## General Fund

### Statement of Revenues, Expenditures, and Changes in Fund Balances

#### Budget and Actual

Year Ended June 30, 2021

	Budget		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Amended		
<b>Revenues:</b>				
Charges for Services				
Recording Fees	\$ 1,981,185	\$ 2,662,118	\$ 2,855,735	\$ 193,617
Legal Filing Fees	1,380,200	1,374,115	1,456,639	82,524
Child Support Filing Fees	-	-	71,161	71,161
Other	711,820	586,464	272,018	(314,446)
Licenses and permits	-	-	-	-
Marriage License & Vital Records	171,900	183,749	189,131	5,382
Election Revenues	1,800	18,731	17,170	(1,561)
Interest Income	-	-	36,054	36,054
Miscellaneous Revenues	-	-	62,650	62,650
<b>Total revenues</b>	<u>4,246,905</u>	<u>4,825,177</u>	<u>4,960,558</u>	<u>135,381</u>
<b>Expenses:</b>				
Current				
Judicial				
Personnel Services & Related Benefit	3,392,036	3,281,900	3,292,231	(10,331)
Office/ Administrative	594,455	572,544	570,999	1,545
Operating Services	102,610	106,370	86,682	19,688
Capital Expenditures	104,235	45,700	-	45,700
<b>Total Expenses</b>	<u>4,193,336</u>	<u>4,006,514</u>	<u>3,949,912</u>	<u>56,602</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>53,569</u>	<u>818,663</u>	<u>1,010,646</u>	<u>191,983</u>
<b>Fund balance - beginning of year</b>	<u>5,473,885</u>	<u>5,473,885</u>	<u>5,473,885</u>	<u>-</u>
<b>Fund balance - end of year</b>	<u>\$ 5,527,454</u>	<u>\$ 6,292,548</u>	<u>\$ 6,484,531</u>	<u>\$ 191,983</u>

# **Rapides Parish Clerk of Court**

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

	<b>For the Year Ended June 30, 2018</b>	<b>For the Year Ended June 30, 2019</b>	<b>For the Year Ended June 30, 2020</b>	<b>For the Year Ended June 30, 2021</b>
<b><u>Total OPEB Liability</u></b>				
Beginning Balance	\$ 3,608,835	\$ 3,759,291	\$ 4,289,786	\$ 3,353,660
Service Cost	103,396	106,584	92,563	115,714
Interest	132,750	119,467	135,764	83,980
Changes in Assumptions	-	476,506	(1,124,841)	178,981
Differences Between Expected and Actual Experience	4,524	(74,017)	50,092	6,011
Benefit Payments	<u>(90,214)</u>	<u>(98,045)</u>	<u>(89,704)</u>	<u>(83,203)</u>
Ending Balance	<u>3,759,291</u>	<u>4,289,786</u>	<u>3,353,660</u>	<u>3,655,143</u>
<b><u>Fiduciary Net Positon</u></b>				
Beginning Balance	-	-	-	-
Employer Contributions	90,214	98,045	89,704	83,203
Benefit Payments	<u>(90,214)</u>	<u>(98,045)</u>	<u>(89,704)</u>	<u>(83,203)</u>
Ending Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net OPEB Liability</b>	<b><u>\$ 3,759,291</u></b>	<b><u>\$ 4,289,786</u></b>	<b><u>\$ 3,353,660</u></b>	<b><u>\$ 3,655,143</u></b>
Fiduciary Net Position as a Percentage of the Total OPEB Liability	0.0%	0.0%	0.0%	0.0%
Covered Payroll	\$ 1,979,083	\$ 1,948,707	\$ 2,174,165	\$ 2,132,958
Net OPEB Liability as a Percentage of Covered Payroll	189.95%	220.13%	154.25%	171.36%

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

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

# Rapides Parish Clerk of Court

## Schedule of Net Pension Liability Data Cost Sharing Retirement Systems

Retirement System / Measurement Date	Share of Collective Net Pension Liability		Covered Payroll	Net Pension Liability as a Percentage of Covered Payroll	Pension Plans Fiduciary Net Position as a Percentage of Total Pension Liability
	Percent	Amount		Covered Payroll	Liability
Clerk's Retirement and Relief Fund					
June 30, 2014	2.19%	2,959,187	1,838,972	160.92%	79.37%
June 30, 2015	2.14%	3,210,634	1,783,626	180.01%	78.12%
June 30, 2016	2.05%	3,809,073	1,877,754	202.85%	74.17%
June 30, 2017	2.07%	3,144,585	1,979,083	158.89%	79.69%
June 30, 2018	2.08%	3,467,206	1,948,707	177.92%	79.07%
June 30, 2019	2.19%	3,979,850	2,174,165	183.05%	77.92%
June 30, 2020	2.19%	5,275,316	\$ 2,132,958	247.32%	72.09%

Notes to Schedule:

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

# Rapides Parish Clerk of Court

## Schedule of Employer Contributions Cost Sharing Retirement Systems

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Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference Between Required and Recognized Contributions	Covered Payroll	Contributions Recognized as a Percentage of Covered Payroll
Louisiana Clerks' of Court Retirement and Relief Fund					
June 30, 2014	519,632	519,632	-	1,838,972	28.26%
June 30, 2015	504,221	504,221	-	1,783,626	28.27%
June 30, 2016	496,975	496,975	-	1,877,754	26.47%
June 30, 2017	516,796	516,796	-	1,979,083	26.11%
June 30, 2018	564,383	564,383	-	1,948,707	28.96%
June 30, 2019	596,466	596,466	-	2,174,165	27.43%
June 30, 2020	646,117	646,117	-	2,132,958	30.29%

Notes to Schedule:

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

# Rapides Parish Clerk of Court

## Combining Statement of Fiduciary Assets and Liabilities Fiduciary Funds - Year Ended June 30, 2021

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	<u>Advance Deposit Fund</u>	<u>Registry of the Court Fund</u>	<u>CASA Fund</u>	<u>Total Custodial Funds</u>
<b><u>Assets</u></b>				
Cash & Cash Equivalents	\$ 1,558,658	\$ 1,158,892	\$ 12,960	\$ 2,730,509
Other Assets	<u>17,419</u>	<u>-</u>	<u>-</u>	<u>17,419</u>
				-
<b>Total Assets</b>	<u>1,576,077</u>	<u>1,158,892</u>	<u>12,960</u>	<u>2,747,929</u>
<b><u>Liabilities</u></b>				
				-
Unsettled Deposits	<u>1,576,077</u>	<u>1,158,892</u>	<u>12,960</u>	<u>2,747,929</u>
<b>Total Liabilities</b>	<u>\$ 1,576,077</u>	<u>\$ 1,158,892</u>	<u>\$ 12,960</u>	<u>\$ 2,747,929</u>

# Rapides Parish Clerk of Court

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

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>CASA Fund</u>	<u>Total</u>
<b><u>Additions</u></b>				
Deposits	\$ 2,837,992	\$ 666,641	\$ 24,923	\$ 3,529,557
Interest Earned	-	1,052	-	\$ 1,052
<b>Total Additions</b>	<u>2,837,992</u>	<u>667,694</u>	<u>24,923</u>	<u>3,530,609</u>
<b><u>Deductions</u></b>				
Distributed to Litigants	409,513	667,694	-	1,077,207
Distributed to Salary Fund	1,702,151	-	-	1,702,151
Distributed to Others	<u>726,329</u>	<u>-</u>	<u>24,923</u>	<u>751,252</u>
<b>Total Deductions</b>	<u>2,837,992</u>	<u>667,694</u>	<u>24,923</u>	<u>3,530,609</u>
<b>Changes in Net Position</b>	-	-	-	-
<b>Net Position - Beginning of Year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Position - End of Year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# Rapides Parish Clerk of Court

## Schedule of Agency Head Compensation

Year Ended June 30, 2021

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	Robin Hooter
Salary/Wages	
Compensation	\$ 114,646
Supplemental Pay	24,600
Benefits	
Health Insurance	8,153
Retirement	47,385
Auto Allowance	8,050
Expense Allowance	14,727
Payroll Taxes	2,349
Certification Pay	8,025
Election Pay	2,400
Auto Insurance	1,377
Registration	395
Hotel	1,398



# Rapides Parish Clerk of Court

Justice System Funding Schedule - Collecting / Disbursing Entity  
As Required by Act 87 of the 2020 Regular Legislative Session -  
Cash Basis Presentation  
For the Year Ended June 30, 2021

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	First Six Month Period Ended December 31, 2020	Second Six Month Period Ended June 30, 2021
<b>Beginning Balance of Amounts Collected</b>	<u>\$ 1,971,178</u>	<u>\$ 1,609,809</u>
Add: Collections		
Civil Fees	1,382,605	1,470,527
Bond Fees	<u>(63,251)</u>	<u>48,112</u>
Subtotal Collections	<u>1,319,354</u>	<u>1,518,639</u>
Less: Disbursements to Governments & Nonprofits		
Rapides Parish Sheriff's Office	216,476	205,085
Curator Fees	31,429	33,477
Judicial Expense Fund	24,175	27,110
Judge's Supplemental Fund	43,928	47,853
Witness and Jury Fees	1,224	3,805
Secretary of State	14,095	14,505
Other Disbursements	38,715	883
Court Reports Fee	8,623	10,575
Louisiana Supreme Court	2,169	2,203
Less: Amounts Retained by the Rapides Parish Clerk of Court		
Self Disbursed Court Cost	822,290	879,861
Less: Disbursements to Individuals		
Civil Fee Refunds	<u>477,599</u>	<u>327,015</u>
Subtotal Disbursements / Retainage	<u>1,680,723</u>	<u>1,552,372</u>
<b>Ending Balance of Amounts Collected but not Disbursed</b>	<u>\$ 1,609,809</u>	<u>\$ 1,576,076</u>



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

The Honorable Robin Hooter  
Rapides Parish Clerk of Court  
Alexandria, LA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Rapides Parish Clerk of Court, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Rapides Parish Clerk of Court's basic financial statements and have issued our report thereon dated November 16, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Rapides 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 Rapides Parish Clerk of Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the Rapides Parish Clerk of Court's internal control.

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

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

**COMPLIANCE AND OTHER MATTERS**

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

instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**PURPOSE OF THIS REPORT**

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



Rozier, McKay, & Willis  
Certified Public Accountants

Alexandria, Louisiana  
November 16, 2021

# **Rapides Parish Clerk of Court**

**Schedule of Findings  
For the Year Ended June 30, 2021**

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## **PART I - SUMMARY OF AUDITOR'S RESULTS:**

- The Independent Auditor's Report on the primary government financial statements for the Rapides Parish Clerk of Court as of June 30, 2021 and for the year then ended expressed an unqualified opinion.
- The results of the audit disclosed no material weaknesses.
- The result of the audit did not disclose any instances of noncompliance required to be reported in accordance with general accepted governmental auditing standards.

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

None

# **Rapides Parish Clerk of Court**

**Management's Corrective Action Plan  
For the Year Ended June 30, 2021**

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<b><u>SECTION I</u></b> <b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.</b>	
No findings were reported.	Response – N/A
<b><u>SECTION II</u></b> <b>MANAGEMENT LETTER</b>	
N/A- No Management Letter issued.	Response – N/A

# Rapides Parish Clerk of Court

Summary of Prior Year Findings  
For the Year Ended June 30, 2021

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<b>SECTION I</b>	
<b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.</b>	
No findings were reported.	Response – N/A
<b>SECTION II</b>	
<b>MANAGEMENT LETTER</b>	
N/A- No Management Letter issued.	Response – N/A