

ST. MARY PARISH CLERK OF COURT

Franklin, Louisiana

Financial Statements

Year Ended June 30, 2018

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INDEPENDENT AUDITOR'S REPORT

The Honorable Clifford Dressel
St. Mary Parish Clerk of Court
Franklin, 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 St. Mary Parish Clerk of Court (hereinafter "Clerk of Court"), a component unit of the Parish of St. Mary, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the 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 from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to 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 Clerk of Court as of June 30, 2018 , 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.

Emphasis of Matter

As described in Note 7 and 13 to the financial statements, the Clerk of Court implemented the provisions of Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that certain information 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 budgetary comparison schedule on page 37, schedule of changes in total OPEB liability and related ratios on page 38, schedule of employer's share of net pension liability on page 39, schedule of employer contributions on page 40, and notes to required supplementary information on page 41 because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The Clerk of Court has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 28, 2017, 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.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Morgan City, Louisiana
December 28, 2018

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Statement of Net Position
June 30, 2018

	Governmental Activities
ASSETS	
Cash	\$ 716,478
Receivables	
Accounts	46,830
Due from other governments	24,241
Prepaid expenses	5,449
Capital assets, net of accumulated depreciation	39,395
Total assets	832,393
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to net pension liability	268,209
LIABILITIES	
Current liabilities	
Accounts payable	5,065
Compensated absences payable	17,965
Total current liabilities	23,030
Noncurrent liabilities	
OPEB liability	4,360,833
Net pension liability	1,263,326
Total noncurrent liabilities	5,624,159
Total liabilities	5,647,189
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to -	
Net pension liability	87,492
OPEB liability	8,044
Total deferred inflows of resources	95,536
NET POSITION	
Net investment in capital assets	39,395
Unrestricted (deficit)	(4,681,518)
Total net position (deficit)	\$ (4,642,123)

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

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Statement of Activities
Year Ended June 30, 2018

	<u>Governmental Activities</u>
EXPENSES	
Current-Judiciary:	
Personal service and related benefits	\$ 1,539,942
Operating services	81,520
Materials and supplies	6,542
Travel and other charges	27,445
Depreciation	<u>26,574</u>
Total expenses	<u>1,682,023</u>
PROGRAM REVENUES	
Charges for services	
Fees, charges and commissions for services	
Court costs, fees and charges	1,025,608
Fees for recording legal documents	624,461
Fees for certified copies of documents	70,947
Marriage licenses	4,129
Miscellaneous	37,041
Operating grants and contributions	<u>89,385</u>
Total program revenues	<u>1,851,571</u>
Net program revenue	169,548
GENERAL REVENUES	
Interest earned	<u>2,881</u>
Change in net position	172,429
NET POSITION, beginning, as restated	<u>(4,814,552)</u>
NET POSITION, ending	<u>\$ (4,642,123)</u>

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

FUND FINANCIAL STATEMENTS

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Balance Sheet
Governmental Fund
June 30, 2018

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 716,478
Receivables	
Accounts	46,830
Due from other governments	24,241
Prepaid expenditures	<u>5,449</u>
Total assets	<u>\$ 792,998</u>
LIABILITIES AND FUND BALANCE	
Liabilities:	
Accounts payable	\$ 5,065
Compensated absences payable	<u>17,965</u>
Total liabilities	<u>23,030</u>
Fund balance:	
Nonspendable	5,449
Unassigned	<u>764,519</u>
Total fund balance	<u>769,968</u>
Total liabilities and fund balance	<u>\$ 792,998</u>

(continued)

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Balance Sheet (continued)
Governmental Fund
June 30, 2018

Reconciliation of the governmental fund balance sheet to the
statement of net position

Total fund balance-governmental fund (fund financial statement) \$ 769,968

Amounts reported for governmental activities in the statement of net
position (government-wide financial statements) are different because:

Cost of capital assets, net of accumulated depreciation

Furniture and fixtures	\$ 2,339	
Leasehold improvements	<u>37,056</u>	39,395

Deferred outflows of resources related to net pension liability		268,209
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Long-term liabilities

Postemployment benefit obligation payable	\$ (4,360,833)	
Net pension liability	<u>(1,263,326)</u>	(5,624,159)

Deferred inflows of resources related to -

Net pension liability	\$ (87,492)	
Net OPEB liability	<u>(8,044)</u>	<u>(95,536)</u>

Total net position of governmental activities (government-wide financial statements)		<u>\$ (4,642,123)</u>
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The accompanying notes are an integral part of the financial statements.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Fund
Year Ended June 30, 2018

	<u>General Fund</u>
REVENUES	
Fees, Charges and commissions for services:	
Court costs, fees and charges	\$ 1,025,608
Fees for recording legal documents	624,461
Fees for certified copies of documents	70,947
Marriage licenses	4,129
Miscellaneous	37,041
Use of money and property - interest earnings	<u>2,881</u>
Total revenues	<u>1,765,067</u>
EXPENDITURES	
General government:	
Personal service and related benefits	1,466,619
Operating services	81,520
Materials and supplies	6,542
Travel and other charges	<u>27,445</u>
Total expenditures	<u>1,582,126</u>
Net change in fund balance	182,941
Fund balance, beginning	<u>587,027</u>
Fund balance, ending	<u>\$ 769,968</u>

(continued)

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balance (continued)
Governmental Fund
Year Ended June 30, 2018

Reconciliation of the statement of revenues, expenditures and changes in fund balance to the statement of activities	
Net change in fund balance-governmental fund (fund financial statement)	\$ 182,941
Amounts reported for governmental activities in the statement of activities (government-wide financial statements) are different because:	
Depreciation expense	(26,574)
Effects of recording OPEB liability and deferred inflows of resources related to OPEB liability:	
Net change in post employment benefit obligation (OPEB liability)	(16,555)
Increase in OPEB expense	(8,044)
Effects of recording net pension liability and deferred inflows and outflows of resources related to net pension liability:	
Increase in pension expense	(48,724)
Nonemployer pension contribution revenue	<u>89,385</u>
Change in net position of governmental activities (government-wide financial statements)	<u>\$ 172,429</u>

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

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2018

	Advance Deposit Fund	Registry of Court Fund	Total
RESTRICTED ASSETS			
Cash and cash equivalents	<u>\$ 1,077,933</u>	<u>\$ 1,410,897</u>	<u>\$ 2,488,830</u>
LIABILITIES			
Unsettled deposits	\$ 1,077,933	\$ 427,841	\$ 1,505,774
Due to litigants	<u>-</u>	<u>983,056</u>	<u>983,056</u>
Total liabilities	<u>\$ 1,077,933</u>	<u>\$ 1,410,897</u>	<u>\$ 2,488,830</u>

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Financial Statements

INTRODUCTION

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

(1) Summary of Significant Accounting Policies

A. Financial Reporting Entity

The Clerk of Court is an independently elected official; however, the Clerk of Court is fiscally dependent on the Parish of St. Mary. The parish government maintains and operates the parish courthouse in which the Clerk of Court's office is located and provides funds for equipment and furniture of the Clerk of Court's office. Because the Clerk of Court is fiscally dependent on the parish government, the Clerk of Court was determined to be a component unit of the Parish of St. Mary, the financial reporting entity.

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

B. Basis of Presentation

The accompanying basic financial statements of the Clerk of Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the Clerk of Court as a whole. These statements include all the financial activities of the Clerk of Court which are considered to be governmental activities. Fiduciary funds are not included in the government-wide financial statements. Fiduciary funds are reported only in the Statement of Fiduciary Net Position at the fund financial statement level. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Codification section N50, Nonexchange Transactions.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Financial Statements (continued)

The statement of activities presents a comparison between direct expenses and program revenues for the Clerk of Court's governmental activities. Direct expenses are those that are specifically 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 of services offered by the Clerk of Court, and (b) grants and contributions that are restricted to meeting the operational or capital requirement of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements

The Clerk of Court uses funds to maintain its financial records and results of 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 defined as a separate accounting entity with a self-balancing set of accounts. Funds of the Clerk of Court are classified into two categories: governmental (General Fund) and fiduciary (Agency Fund). Since the resources in the fiduciary funds cannot be used for the operations of the Clerk of Court, they are not included in the government-wide statements. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Clerk of Court or meets the following criteria:

- a. Total assets, liabilities, revenues or expenditures of individual funds are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues or expenditures/expenses of the individual governmental funds are at least 5 percent of the corresponding total for all governmental funds combined.

Governmental Fund

General Fund – This fund is the primary operating fund of the Clerk of Court and it accounts for the operations of the Clerk of Court's office. The General Fund is available for any purpose provided it is extended or transferred in accordance with state and federal laws and according to the Clerk of Court's policy.

Fiduciary Funds

Fiduciary fund reporting focuses on net position and changes in net position. The only funds accounted for in this category by the Clerk of Court are agency funds. The agency funds account for cash deposits that are held by the Clerk of Court as an agent for litigants who are pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting. The agency funds are as follows:

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Financial Statements (continued)

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

Registry of the Court Fund – The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, is used to account for funds which have been ordered by the court to be held until judgment has been rendered in court litigation.

C. Measurement Focus

Measurement focus is a term used to describe “which” transactions are recorded with the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

On the government-wide statement of net position and statement of activities, governmental activities are presented using the economic resources measurement focus as defined in item b. below. In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

- a. The governmental fund utilizes a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given year. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.
- b. The government-wide financial statements utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net position.

D. Basis of Accounting

In the government-wide statement of net position and statement of activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Financial Statements (continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Clerk of Court considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

E. Assets, Liabilities, and Equity

Cash and interest-bearing deposits

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Clerk of Court.

The Clerk of Court has established the policy of including all short-term, highly liquid investments with maturities of 90 or fewer days in cash and cash equivalents. Under state law, the Clerk of Court may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Investments

The Clerk of Court can invest in securities of the United States Government unless such an investment is expressly prohibited by law.

Accounts receivable

The Clerk of Court records its fees in the month the services are rendered.

Prepaid items

The Clerk of Court's policy regarding prepaid expenditures is to record as prepaid the portion of insurance premiums and maintenance agreements that is paid during the current fiscal year for future periods.

Capital assets

Capital assets, which include property, plant, and equipment, are reported in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their estimated fair market value at the date of donation. The Clerk of Court maintains a threshold level of \$1,000 for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Financial Statements (continued)

Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes.

Depreciation is provided using the straight-line method of depreciation over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Furniture and fixtures	10
Office equipment	5-10
Vehicles	5
Leasehold improvements	10

Compensated absences

Employees of the Clerk of Court's office earn 5 – 20 days of leave each year depending on length of service. Such leave is to be used for vacation, sickness, or emergencies. Vacation leave must be taken in the year earned. Sick leave is granted at the discretion of the Clerk of Court.

Equity classifications

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

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

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Financial Statements (continued)

Fund balance for the Clerk of Court's governmental fund (the General Fund) is displayed in the following classifications depicting the relative strength of the spending constraints placed on the purposes for which resources can be used. In the governmental financial statements, fund balances are classified as follows:

1. Nonspendable – amounts that cannot be spent because either they are in nonspendable form or because they are legally or contractually required to be maintained intact.
2. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. Committed – amounts that can be used only for specific purposes determined by a formal action of the governing authority of the Clerk of Court's office. The Clerk of Court is the highest level of decision-making authority for the Clerk of Court. Commitments may be established, modified, or rescinded only through formal declarations approved by the Clerk of Court.
4. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Clerk of Court's policy, only the Clerk of Court may assign amounts for specified purposes.
5. Unassigned – all other spendable amounts.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Clerk of Court considers the restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Clerk of Court considers the amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Clerk of Court has provided otherwise in its commitment or assignment actions.

LA R.S. 13:785 requires that every four years (at the 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 his term of office. The potential liability to the parish is limited to the amount received by the Clerk of Court from the parish for necessary office furniture, equipment, and record books.

F. Deferred Outflows of Resources and Deferred Inflows of Resources

The Clerk of Court reports decreases (increases) in net position that relate to future periods as deferred outflows (inflows) of resources in separate sections of its government-wide statement of net position. Deferred outflow (inflow) of resources reported in the financial statements are related to its net pension liability and OPEB liability. These amounts are being amortized over a period of five years.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Financial Statements (continued)

G. Revenues, Expenditures and Expenses

Revenues

Fees, charges and commissions for services are recorded when the Clerk of Court is entitled to the funds. Interest on interest-bearing deposits is recorded or accrued as revenue when earned. Substantially all other revenues are recorded when received.

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function and in the fund financial statements, expenditures are classified by type.

H. Bad Debts

Uncollectible amounts due for receivables are recognized as bad debts utilizing the direct write-off method. Although this method is not in conformity with generally accepted accounting principles (GAAP), no allowance for uncollectible accounts receivable was made due to immateriality at June 30, 2018.

I. Estimates

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

(2) Cash and Interest Bearing Deposits

Under state law, the Clerk of Court may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The clerk may invest in United States bonds, treasury notes or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At June 30, 2018, the Clerk of Court has cash and cash equivalents (book balances) totaling \$3,205,308 as follows:

	Governmental Fund	Fiduciary Funds	Total Book Balance
Cash	\$ 300	\$ -	\$ 300
Demand deposits	516,178	2,488,830	3,005,008
Time deposits	200,000	-	200,000
Total	\$ 716,478	\$ 2,488,830	\$ 3,205,308

ST. MARY PARISH CLERK OF COURT
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Notes to Financial Statements (continued)

Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must, at all times, equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the Clerk of Court in a holding or custodial bank that is mutually acceptable to both parties.

These deposits (bank balances) are secured from risk as follows:

	Governmental Fund	Fiduciary Funds	Total
Bank balance	<u>\$ 685,255</u>	<u>\$ 2,726,499</u>	<u>\$ 3,411,754</u>
Secured by:			
FDIC coverage	450,000	250,000	700,000
Pledged securities	<u>235,255</u>	<u>2,476,499</u>	<u>2,711,754</u>
	<u>\$ 685,255</u>	<u>\$ 2,726,499</u>	<u>\$ 3,411,754</u>

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Clerk of Court's deposits may not be recovered or the collateral securities that are in the possession of an outside party will not be recovered. The Clerk of Court does not have a policy that limits allowable deposits or to monitor or attempt to reduce exposure to custodial credit risk. At June 30, 2018, deposits in the amount of \$2,711,754 were exposed to custodial credit risk. These deposits are uninsured and collateralized with securities held by the Clerk of Court's fiscal agent but not in the Clerk of Court's name.

(3) Due from other Governmental Units

Individual balances due from other governments are as follows:

State of Louisiana (Nonsupport reimbursements)	\$ 23,649
St. Mary Parish Government (Court attendance)	<u>592</u>
Total due from other governmental units	<u>\$ 24,241</u>

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Financial Statements (continued)

(4) Capital Assets

Capital assets and depreciation activity for the year follows:

	Balance July 1, 2017	Additions	Deletions	Balance June 30, 2018
Furniture and fixtures	\$ 361,496	\$ -	\$ -	\$ 361,496
Office equipment	423,236	-	-	423,236
Leasehold improvements	318,216	-	-	318,216
Total	1,102,948	-	-	1,102,948
Less: accumulated depreciation	(1,036,979)	(26,574)	-	(1,063,553)
Net capital assets	\$ 65,969	\$ (26,574)	\$ -	\$ 39,395

Depreciation expense of \$26,574 was charged to governmental activities, judiciary function.

(5) Governmental Fund Balances

As of June 30, 2018, governmental fund balances are comprised of the following:

	General Fund
Nonspendable	
Prepaid expenditures	\$ 5,449
Unassigned	764,519
	\$ 769,968

(6) Pension Plan

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of 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.

Plan Description

Substantially all employees of the Clerk of Court, except part-time and temporary employees, are members of the Louisiana Clerks' of Court Retirement and Relief Fund (hereinafter "Fund"), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

ST. MARY PARISH CLERK OF COURT
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Notes to Financial Statements (continued)

The Fund was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. 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.

Retirement Benefits

A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of fifty-five years or more and terminating employment. Regular retirement benefits, payable monthly for life, equal 3 1/3 percent of the member's average final compensation multiplied by the number of years of credited service, not to exceed one hundred percent of the monthly average final compensation. Monthly average final compensation is based on the highest compensated thirty-six consecutive months, with a limit of increase of 10% in each of the last three years of measurement. For those members hired on or after July 1, 2006, compensation is based on the highest compensated sixty consecutive months with a limit of 10% increase in each of the last six years of measurement. Act 273 of the 2010 regular session applied the sixty consecutive months to all members. This Act has a transition period for those members who retire on or after January 1, 2011 and before December 31, 2012. Additionally, Act 273 of the 2010 regular session increased a member's retirement to age 60 with and accrual rate of 3% for all members hired on or after January 31, 2011.

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

Disability Benefits

Effective through June 30, 2008, a member who has been officially certified as totally and permanently disabled by the State Medical Disability Board shall be paid disability retirement benefits determined and computed as follows:

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

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Notes to Financial Statements (continued)

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

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

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

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

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

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

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

Survivor Benefits

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

ST. MARY PARISH CLERK OF COURT
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Notes to Financial Statements (continued)

eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

Deferred Retirement Option Plan

In lieu of terminating employment and accepting a service retirement allowance, any member of the Fund who is eligible for a service retirement allowance may elect to participate in the Deferred Retirement Option Plan (DROP) for up to thirty-six months and defer the receipt of benefits. During the year ended June 30, 2007 participants had to have been an active contributing member for one full year before becoming eligible for DROP. Upon commencement of participation in the plan, active membership in the Fund terminates and the participant's contributions cease; however, employer contribution continue. Compensation and creditable service remain as they existed on the effective date of commencement of participation in the plan.

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

Upon termination of employment at the end of the specified period of participation, a participant in the program may receive, at his option, a lump sum payment from the Fund. If employment is not terminated at the end of the participation period, payments into the account cease and the member resumes active contributing membership in the Fund. Interest is paid on DROP account balances for members 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 being paid into the DROP fund are paid to the retiree and an additional benefit based on his additional service rendered since termination of DROP participation is calculated using the normal method of benefit computation.

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

Cost of Living Adjustments

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

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

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Notes to Financial Statements (continued)

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

Employer Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2017, the actual employer contribution rate was 19.00%.

Non-employer Contributions

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. Non-employer contributions are recognized as revenue during the year and excluded from pension expense. Non-employer contribution revenue for the System for the year ended June 30, 2017, was \$89,385.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources

At June 30, 2018, the Clerk of Court reported liabilities in its government-wide financial statements of \$1,263,326 for its proportionate share of the net pension liabilities of the Fund. The net pension liabilities were measured as of June 30, 2017 and the total pension liability used to calculate the net pension obligation was determined by separate actuarial valuations performed as of that date. The Clerk of Court's proportion of the net pension liability was based on a projection of the Clerk of Court's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2017, the Clerk of Court's proportional share of the Fund was 0.835017%, which was a decrease of 0.046496% from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the Clerk of Court recognized a net pension expense of \$190,845 in its governmental activities.

At June 30, 2018, the Clerk of Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

ST. MARY PARISH CLERK OF COURT
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Notes to Financial Statements (continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 38,259	\$ 33,150
Changes of assumptions	55,098	-
Net difference between projected and actual earnings on pension plan investments	17,301	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	15,430	54,342
Employer contributions subsequent to the measurement date	142,121	-
	\$ 268,209	\$ 87,492

The \$142,121 reported as deferred outflows of resources related to pensions resulting from Clerk of Court contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year	
2019	\$ 22,234
2020	58,409
2021	16,329
2022	(58,376)
	\$ 38,596

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2017 are as follows:

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Financial Statements (continued)

	Louisiana Clerks' of Court Retirement and Relief Fund
Valuation Date	June 30, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	7.00%, net of investment expense, including inflation
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	5 years

The actuarial assumptions used are based on the assumptions used in the 2017 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009 through June 30, 2014, unless otherwise specified.

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

The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 7.60%, for the year ended June 30, 2017.

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, 2017 is summarized in the following table:

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Notes to Financial Statements (continued)

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%	2.25%
Domestic Equity:		
Large cap domestic equity	21.00%	5.25%
Non-large cap domestic equity	7.00%	5.00%
International Equity:		
Large cap internation equity	14.00%	5.25%
Small cap international equity	6.50%	5.25%
Emerging markets	6.50%	7.25%
Real Estate	10.00%	4.50%
Master Limited Partnerships	5.00%	7.00%
Hedge Funds	10.00%	3.00%
	<u>100.00%</u>	

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine to total pension liability.

Sensitivity to Changes in Discount Rate

The following presents the net pension liability of the participating employers calculated using the discount rate 7.00%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 6.00% or one percentage point higher 8.00% than the current rate.

	Changes in Discount Rate		
	2017		
	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Net Pension Liability	<u>\$ 1,933,342</u>	<u>\$ 1,263,326</u>	<u>\$ 694,506</u>

ST. MARY PARISH CLERK OF COURT
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Notes to Financial Statements (continued)

Change in Net Pension Liability

The changes in the net pension liability for the year ended June 30, 2017 were recognized in the current reporting period as pension expense except as follows:

- a. Differences Between Expected and Actual Experience – Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual experience resulted in a deferred outflow of resources in the amount of \$38,259 and a deferred inflow of resources in the amount of \$33,150 for the year ended June 30, 2018.
- b. Differences between Projected and Actual Investment Earnings – Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The difference between projected and actual investment earnings resulted in a deferred outflow of resources in the amount of \$17,301 for the year ended June 30, 2018.
- c. Changes of Assumptions or Other Inputs – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. Changes of assumptions or other inputs resulted in a deferred outflow of resources in the amount of \$55,098 for the year ended June 30, 2018.
- d. Change in Proportion – Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows or resources since the prior measurement date were recognized in employer's pension expense (benefit) using a the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The change in proportion resulted in a deferred outflow of \$15,430 and a deferred inflow of \$54,342 for the year ended June 30, 2018.

Payables to the Pension Plan

The Clerk recorded no accrued liabilities related to the Fund for the year ended June 30, 2018.

Retirement Fund Audit Report

The Louisiana Clerks' of Court Retirement and Relief Fund of Louisiana has issued a standalone audit report on their financial statements for the year ended June 30, 2017. Access to the report can be found on the Louisiana Legislative Auditor's website, www.la.gov.

ST. MARY PARISH CLERK OF COURT
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Notes to Financial Statements (continued)

(7) Post-retirement Benefits

Plan description

The Clerk of Court'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 of Court. The Clerk of Court's OPEB plan is a single employer defined benefit OPEB plan administered by the Clerk of Court. 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 of Court determining the contribution requirements of the retirees.

Benefits provided

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

Employees covered by benefit terms

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

Inactive employees currently receiving benefits payments	13
Active employees	<u>16</u>
Total	<u><u>29</u></u>

The Clerk of Court's total OPEB liability of \$4,360,833 was measured as of June 30, 2018 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, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

ST. MARY PARISH CLERK OF COURT
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Notes to Financial Statements (continued)

Inflation:	2.40%
Salary Increases, including inflation:	3.00%
Discount Rate:	3.62%
Health Care Cost Trend Rates	
Medical:	Initially 7.5%, 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:	Initially 3.5%, decreasing 0.25% per year to an ultimate rate of 3.0%.
Vision:	3.0% per year
Retirees' Share of Benefit-Related Costs:	
Medical:	0% for retirees and 0% for dependents.
Medicare Supplement:	0% for retirees and 0% for dependents.
Dental:	0% for retirees and 0% for dependents.
Vision:	0% for retirees and 0% for dependents.
Basic Life Insurance:	0%

The discount rate was based on the June 30, 2018 Fidelity General Obligation AA 20-Year Yield.

Mortality rates for active employees were based on the RPH-2014 Employee Mortality Table for males or females, as appropriate, with generational adjustments for mortality improvement based on Scale MP-2017.

Mortality rates for retirees and surviving spouses were based on the RPH-2014 Healthy Annuitant Mortality Table for males or females, as appropriate, with generational adjustments for mortality improvement based on Scale MP-2017.

The actuarial assumptions used in the June 30, 2018 valuation were based on the those used in the Louisiana Clerks of Court Retirement and Relief Fund valuation and actuarial experience.

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Notes to Financial Statements (continued)

Changes in Total OPEB Liability:

	Total OPEB Liability
Balance at 6/30/2017	\$ 4,344,278
Charges for the year:	
Service Cost	41,828
Interest	155,671
Differences between expected and actual experience	(9,384)
Benefit Payments	(171,560)
Net Changes	16,555
Balance at 6/30/2018	\$ 4,360,833

Sensitivity of the total OPEB liability to changes in the discount rate.

The following presents the total OPEB liability of the Clerk of Court, as well as what the Clerk of Court's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.62 percent) or 1-percentage-point higher (4.62 percent) than the current discount rate:

	1% Decrease (2.62%)	Discount Rate (3.62%)	1% Increase (4.62%)
Total OPEB Liability	\$ 5,011,437	\$ 4,360,833	\$ 3,826,293

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates.

The following presents the total OPEB liability of the Clerk of Court, as well as what the Clerk of Court'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	Trend Rate	1% Increase
Total OPEB Liability	\$ 3,869,556	\$ 4,360,833	\$ 4,730,692

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Notes to Financial Statements (continued)

For the year ended June 30, 2018, the Clerk of Court recognized an OPEB expense of \$196,159. At June 30, 2018, the Clerk of Court 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	\$ -	\$ 8,044
Changes in assumptions or other inputs	-	-
Total	\$ -	\$ 8,044

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	
2019	\$ (1,341)
2020	(1,341)
2021	(1,341)
2022	(1,341)
2023	(1,340)
Thereafter	(1,340)
	\$ (8,044)

(8) Deferred Compensation Plan

The Clerk of Court offers its employees participation in the Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with the Internal Revenue Code Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

The Clerk of Court's contributions to the Plan for the year ended June 30, 2018 totaled \$60,148.

ST. MARY PARISH CLERK OF COURT
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Notes to Financial Statements (continued)

(9) Changes in Agency Fund Balances

A summary of changes in agency fund unsettled deposits follows:

	Advance Deposit Fund	Registry of Court Fund	Total
Unsettled deposits at July 1, 2017	\$ 942,861	\$ 983,056	\$ 1,925,917
Additions	1,291,462	580,915	1,872,377
Reductions	(1,156,390)	(153,074)	(1,309,464)
Unsettled deposits at June 30, 2018	\$ 1,077,933	\$ 1,410,897	\$ 2,488,830

Unsettled deposits at June 30, 2018 are payable from the restricted assets within the agency funds.

(10) Risk Management

The Clerk of Court is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk of Court has elected to purchase insurance coverage through the commercial insurance market to cover its exposure to loss. The Clerk of Court is insured up to policy limits for each of the above risks. There were no significant changes in coverage, retentions, or limits during the year ended June 30, 2018. Settled claims have not exceeded the commercial coverage in any of the previous three fiscal years.

(11) Expenditures of the Clerk of Court Paid by the Parish Council

The Clerk of Court's office is located in the St. Mary Parish Courthouse, which is owned by the Parish of St. Mary. The parish government provides utilities and maintenance for operation of the courthouse. The parish government also furnishes the Clerk of Court's office with other operational costs. These expenditures are not reflected in the accompanying financial statements.

ST. MARY PARISH CLERK OF COURT
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Notes to Financial Statements (continued)

(12) Compensation and Other Payments to Agency Head

Act 706 of the 2014 Legislative Session amended R.S. 24:513A requiring additional disclosure of total compensation, reimbursements, benefits, or other payments made to an agency head or chief officer. Payments to and on behalf of the Clerk of Court, Clifford Dressel, for the year ended June 30, 2018 are as follows:

Salary	\$ 160,679
Benefits - Insurance	14,274
Benefits - Retirement	43,785
Benefits - Deferred compensation	12,000
Election expense allowance	2,400
Conferences/Expense reimbursements	2,424
	<u>\$ 235,562</u>

(13) Net Position Restatement

During the year ended June 30, 2018, the Clerk of Court implemented the provisions of Governmental Auditing Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. This Statement replaces the requirements of Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. Statement No. 75 requires the restatement of net position as follows:

Beginning balance, as previously reported	\$(1,197,562)
Restatement due to implementation of GASB 75	<u>(3,616,990)</u>
Beginning balance, as restated	<u>\$(4,814,552)</u>

REQUIRED SUPPLEMENTARY INFORMATION

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Budgetary Comparison Schedule
General Fund
Year Ended June 30, 2018

	Budget		Actual	Variance
	Original	Final		Favorable (Unfavorable)
REVENUES				
Fees, charges and commissions for services:				
Court costs, fees and charges	\$ 837,000	\$ 837,000	\$ 1,025,608	\$ 188,608
Fees for recording legal documents	560,000	560,000	624,461	64,461
Fees for certified copies of documents	181,000	181,000	70,947	(110,053)
Marriage licenses	3,600	3,600	4,129	529
Miscellaneous	40,000	40,000	37,041	(2,959)
Use of money and property - interest earnings	2,000	2,000	2,881	881
Total revenues	1,623,600	1,623,600	1,765,067	141,467
EXPENDITURES				
General government:				
Personal service and related benefits	1,493,420	1,493,420	1,466,619	26,801
Operating services	100,900	100,900	81,520	19,380
Materials and supplies	6,000	6,000	6,542	(542)
Travel and other charges	22,000	22,000	27,445	(5,445)
Total expenditures	1,622,320	1,622,320	1,582,126	40,194
Net change in fund balance	1,280	1,280	182,941	181,661
Fund balance, beginning	645,392	556,769	587,027	-
Fund balance, ending	\$ 646,672	\$ 558,049	\$ 769,968	\$ 181,661

See notes to required supplementary information.

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Schedule of Changes in Total OPEB Liability and Related Ratios
Year Ended June 30, 2018

	2018
Total OPEB Liability	
Service Cost	\$ 41,828
Interest	155,671
Differences between expected and actual experience	(9,384)
Benefits payments	(171,560)
Net change in total OPEB liability	16,555
Total OPEB liability, beginning	4,344,278
Total OPEB liability, ending	\$ 4,360,833
Covered employee payroll	\$ 776,039
Total OPEB liability as a percentage of covered employee payroll	561.9%

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

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Schedule of Employer's Share of Net Pension Liability
Year Ended June 30, 2018

Year Ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset) (a)	Employer's Covered Employee Payroll (b)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll (a/b)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.8664%	\$ 1,168,654	\$ 787,696	148.36%	79.37%
2015	0.8748%	\$ 1,312,253	\$ 779,553	168.33%	78.13%
2016	0.8815%	\$ 1,630,776	\$ 774,548	210.55%	74.17%
2017	0.8350%	\$ 1,263,326	\$ 753,209	167.73%	79.69%

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

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Schedule of Employer Contributions
Year Ended June 30, 2018

Year Ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2015	\$ 144,217	\$ 144,217	\$ -	\$ 779,553	18.50%
2016	\$ 147,164	\$ 147,164	\$ -	\$ 774,548	19.00%
2017	\$ 143,127	\$ 143,127	\$ -	\$ 753,299	19.00%
2018	\$ 142,121	\$ 142,121	\$ -	\$ 748,004	19.00%

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

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to Required Supplementary Information

(1) Budgetary Basis of Accounting

The budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Clerk of Court.

(2) Budget Adoption

The following procedures apply to establishing the budgetary data reflected in the supplementary information:

1. A proposed budget is prepared and submitted by the Clerk of Court for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. 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.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. 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.
5. All budgetary appropriations lapse at the end of the fiscal year.

(3) Retirement Systems

1. Changes of Benefit Terms - There were no changes of benefit terms for the year ended June 30, 2018.
2. Changes of Assumptions - There were no changes of assumptions for the year ended June 30, 2018.

(4) Other Postemployment Benefits

1. Changes of Benefits Terms - None
2. 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:

<u>Period</u>	<u>Discount Rate</u>
2018	3.62%

INTERNAL CONTROL, COMPLIANCE AND OTHER MATTERS

KOLDER, SLAVEN & COMPANY, LLC

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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 Clifford Dressel
St. Mary Parish Clerk of Court
Franklin, Louisiana

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, the major fund, and the aggregate remaining fund information of the St. Mary Parish Clerk of Court (hereinafter "Clerk of Court"), a component unit of the Parish of St. Mary, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Clerk of Court's basic financial statements, and have issued our report thereon dated December 28, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the 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 Clerk of Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 Clerk of Court'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 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 Clerk of Court's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk of Court's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Morgan City, Louisiana
December 28, 2018

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Summary of Auditor's Results
Year Ended June 30, 2018

Part I. Summary of Auditor's Results

Financial Statements

1. Type of auditor's opinion issued on financial statements:

Opinion Unit	Type of Opinion
Governmental activities	Unmodified
Major fund:	
General	Unmodified
Aggregate remaining fund information	Unmodified

2. Internal control over financial reporting:

Material weakness(es) identified?	_____ yes	_____ x no	
Significant deficiency(ies) identified?	_____ yes	_____ x	none reported

3. Noncompliance material to the financial statements?	_____ yes	_____ x no	
--	-----------	------------	--

Other

4. Management letter issued?	_____ yes	_____ x no	
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Part II: Findings Reported in Accordance with Government Auditing Standards

There are no findings reported in this section.

Part III: Findings and Questioned Costs Reported in Accordance with Uniform Guidance

The requirements of the Uniform Guidance do not apply.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Summary Schedule of Prior Audit Findings
Year Ended June 30, 2018

A. Internal Control –

There were no findings previously reported under this section.

B. Compliance –

There were no findings previously reported under this section.

C. Uniform Guidance –

This section was not applicable in the prior year.

D. Management Letter –

There were no findings previously reported under this section.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Management's Corrective Action Plan for Current Audit Findings
Year Ended June 30, 2018

There were no items reported requiring corrective action.

ST. MARY PARISH CLERK OF COURT

Statewide Agreed-Upon Procedures

Fiscal period July 1, 2017 through June 30, 2018

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES TO CONTROL AND COMPLIANCE AREAS IDENTIFIED BY THE LOUISIANA LEGISLATIVE AUDITOR

The Honorable Clifford Dressel
St. Mary Parish Clerk of Court
Franklin, LA

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the St. Mary Parish Clerk of Court (hereinafter "Clerk of Court") and the Louisiana Legislative Auditor (LLA) on the control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2017 through June 30, 2018. The Clerk of Court's management is responsible for those control and compliance areas identified in the SAUPs.

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 exceptions are as follows:

Written Policies and Procedures

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

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

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above, with the exception of the preparation and approval process of purchase requisitions and purchase orders. The Clerk of Court's written policies and procedures do not require the use of purchase orders.

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

Written policies and procedures were obtained and address the functions noted above.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Written policies and procedures were obtained and address the functions noted above, with the exception of management's actions to determine the completeness of all collections. Although the Clerk of Court has no formal policy to determine completeness, management does maintain an informal policy in which receipts are reconciled daily.

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

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above.

- 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).

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- 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 Clerk of Court's ethics policy.

Written policies and procedures were obtained but do not specifically address any of the functions noted above.

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

Written policies and procedures were obtained but do not address any of the functions noted above. However, the Clerk of Court currently has no outstanding debt or intentions of incurring any debt in the near future.

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 documents.

Not applicable

- 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. *Alternatively, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the Clerk of Court's collections during the fiscal period.*

Not applicable

- 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.

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 Clerk of Court's main operating account. Select the Clerk of Court'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:

Obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the main operating account and four (4) additional accounts were randomly selected. Obtained and inspected the corresponding bank statements and reconciliations for each account.

- 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);

Observed bank reconciliations for selected accounts noting date of preparation was not evidenced.

- 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

Observed bank reconciliations for selected accounts noting although management's review was evidenced, the member of management may also be involved in handling cash, posting to ledger and/or issuing checks.

- 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.

No exceptions noted.

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).

Obtained 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. Selected the one (1) deposit site.

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, obtain and inspect written policies and procedures relating to employee job duties at each collection location, and observe that job duties are properly segregated at each collection location such that:

Obtained a listing of collection locations from the one (1) deposit site and management's representation that the listing is complete. Selected the one (1) collection location and obtained description of employee job duties noting the observations below.

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

Employees that are responsible for cash collections share cash drawers/registers.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. prenumbered receipts) to the deposit.

No exceptions noted.

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

No exceptions noted.

- d) The employees 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.

No exceptions noted.

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

As per inquiry of management, all employees who have access to cash are covered by a bond or insurance policy for theft.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" (adapted in #8 above) above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit date if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

Randomly selected two deposit dates for the selected bank accounts under procedure #3 and obtained supporting documentation for each of the deposits.

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

- 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).

Observed that one (1) deposit was made within two (2) business days of receipt.

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

No exceptions noted.

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).

Obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Selected the one (1) location.

- 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:

Obtained a listing of those employees involved with non-payroll purchasing and payment functions and inquired of employees about their job duties.

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

As per the Clerk of Court's policies and procedures, two employees are not required to be involved in initiating and placing an order/making the purchase.

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

No exceptions noted.

- 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.

The employee responsible for processing payments is not prohibited from adding/modifying vendor files.

- 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.

No exceptions noted.

10. For each location selected under #8 above, obtain the Clerk of Court'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:

Obtained the Clerk of Court's non-payroll disbursements transaction population and management's representation that the listing is complete. Randomly selected five (5) disbursements from the one (1) location.

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

No exceptions noted.

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

Disbursements selected evidenced segregation of duties as they pertain to the Clerk of Court's procedures.

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), 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.

Obtained listing of all active credit cards, bank debit cards, fuel cards, and P-cards, including the card numbers and the names of the persons who maintained possession of the cards, and management's representation that the listing is complete.

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:

Selected the one (1) credit card, randomly selected one monthly statement and obtained supporting documentation.

- 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)]

Observed evidence that the monthly statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

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

Observed that no finance charges and/or late fees were assessed on the selected statement.

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).

Selected the one (1) transaction on the monthly statement selected under #12 above and obtained supporting documentation. Although an itemized receipt could not be obtained for the monthly service charge, the statement precisely identifies what was purchased. Written documentation of the business/public purpose was also obtained.

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

Note: Procedure excluded from testing procedures in the current year—Per the Louisiana Legislative Auditor’s Statewide Agreed Upon Procedures Year 2: “Entities that did not have exceptions in one or more of the twelve AUP categories tested during Year 1 may exclude those categories from testing in Year 2.”

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).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - 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).
 - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

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:

Obtained 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 and management’s representation that the listing is complete. Randomly selected five (5) contracts from the listing.

- 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.

Four (4) of the five (5) contracts selected were for professional services, not subject to the Louisiana Public Bid Law. However, as best practice, quotes were obtained for the professional service contracts, with the exception of a software upgrade to an existing system and insurance provided through the Louisiana Association of Clerk of Courts Risk Management Agency (LACCRMA). The final contract pertained to the lease of a vehicle in which bids nor quotes were solicited.

- 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).

Observed that all five (5) contracts were approved by the Clerk of Court as required by policy.

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

Observed no amendments to contracts selected.

- 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.

Randomly selected one (1) payment from each of the four (4) contracts in which payments were made during the fiscal period. Obtained the supporting invoice for each payment noting that the invoice and related payment agreed to the contract terms and conditions.

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.

Obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly selected five (5) employees and obtained personnel files noting authorized pay rates agree to salaries paid.

- 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:

Randomly selected one pay period and obtained attendance records and leave documentation for the five (5) employees selected under procedure #16.

- 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.)

Daily attendance for part-time (student) workers selected was documented by individual employee whereas attendance for full-time workers is documented by each department's supervisor.

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

No exceptions noted.

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

No exceptions noted.

- 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.

Obtained management's representation that no terminations payments were made during the fiscal period.

- 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.

Obtained 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.

Ethics

Note: Procedure excluded from testing procedures in the current year—Per the Louisiana Legislative Auditor's Statewide Agreed Upon Procedures Year 2: "Entities that did not have exceptions in one or more of the twelve AUP categories tested during Year 1 may exclude those categories from testing in Year 2."

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.
 - b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the Clerk of Court's ethics policy during the fiscal period.

Debt Service (excluding nonprofits)

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.

Obtained management's representation that no bonds/notes were issued during the fiscal period.

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.]

Obtained management's representation that no bonds/notes were outstanding at the end of the fiscal period.

Other

Note: Procedure excluded from testing procedures in the current year—Per the Louisiana Legislative Auditor's Statewide Agreed Upon Procedures Year 2: "Entities that did not have exceptions in one or more of the twelve AUP categories tested during Year 1 may exclude those categories from testing in Year 2."

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 Clerk of Court reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the Clerk of Court is domiciled.
24. Observe that the Clerk of Court 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.

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*. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those control and compliance areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on those control and compliance areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. This report is solely intended for use by the Clerk of Court's management and the LLA. Accordingly, this report is not suitable for any other purpose and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Morgan City, Louisiana
December 28, 2018

MANAGEMENTS'S RESPONSES TO EXCEPTIONS

APPENDIX A

Cliff Bressel, Clerk of Court



JANE C. PILANT
CHIEF DEPUTY CLERK

ST. MARY PARISH
P.O. DRAWER 1231
FRANKLIN, LOUISIANA 70538-1231

PHONE
337-828-4100 EXT. 200
FAX 337-828-2509

December 11, 2018

Kolder, Slaven & Company, LLC
1234 David Drive Ste 203
Morgan City, LA 70380

RE: Response to Agreed-Upon Procedures Exceptions

I have read the Statewide Agreed-Upon Procedures Report and the summary of exceptions. Responses to each of the exceptions identified enumerated below:

Policies and Procedures

AUP-100-01 Given the relatively small size of the Clerk's office, the initiation and processing of purchase requisitions and/or purchase orders would be inefficient and not effective. Written policies and procedures conclude that all disbursements are to be supervised by a member of management.

AUP-100-02 Although SMPCC has no formal policy which documents management's actions to determine completeness, management does maintain an informal policy in which receipts are reconciled daily.

AUP-100-03 Written policies and procedures to be adopted to include items noted.

AUP-100-04 The St. Mary Parish Clerk of Court does not maintain any debt, nor are there any plans to incur debt in the near future. The clerk's office is able to operate on working capital.

Bank Reconciliations

AUP-300-01 Bank reconciliations will evidence date of preparation by initial of preparer in the future.

AUP-300-02 Exception due to relatively small size of entity and limited members of management. In some cases, management may also collect cash, post to ledger and/or issue checks.

Cash Collections

AUP-400-01 Although the cash drawer at the front desk is shared, the transaction listing identifies the individual who collected the cash as each individual must log-in to the system before processing a transaction and must log-out immediately after.

AUP-400-02 Registry of Court receipts are initiated via court order, petition of the court, etc. These receipts often involve file processing for new court cases and associated registry of court bank accounts. Necessary processing for registry of court receipts require certain documentation and processing time by both the Clerk of Court and banking institution in which the account is created. Given the many obligations of the Clerk of Court's office on a daily basis, a 2-business day turn around on deposits for Registry of Court accounts appears efficient.

Disbursements

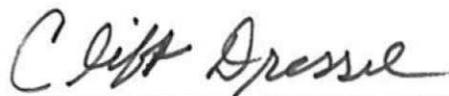
AUP-500-01 Given the size of the entity and limited members of management, and as per the Clerk's written policies and procedures, the Chief Deputy Clerk may initiate, approve and make purchases for the general fund. Advance Deposits and Registry of Court disbursements are mandated by petition of the court, court order, or the like.

AUP-500-02 Exception due to relatively small size of the entity and the nature of certain disbursements, including those initiated via court order petition of the court and the like.

Contract

AUP-800-01 The COTT contract provided for an upgrade to existing system. Therefore, services required to be rendered by servicing organization, COTT

Sincerely,



Cliff Dressel
St. Mary Parish Clerk of Court