
ASCENSION PARISH CLERK OF COURT

FINANCIAL STATEMENTS

JUNE 30, 2024

ASCENSION PARISH CLERK OF COURT

FINANCIAL STATEMENTS

JUNE 30, 2024

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INDEPENDENT AUDITORS' REPORT

To the Honorable Bridget Hanna
Ascension Parish Clerk of Court
Gonzales, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Ascension Parish Clerk of Court (the Clerk), Gonzales, Louisiana, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements as listed in the table of contents.

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, as of June 30, 2024, 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.

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Clerk to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Ascension Parish Clerk of Court, Gonzales, Louisiana's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Clerk's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedule, the schedule of changes in the Clerk's total OPEB liability and related ratios, schedule of the Clerk's proportionate share of the net pension liability, and the schedule of Ascension Clerk of Court's contributions on pages 4 through 9 and 37 through 40 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clerk's basic financial statements. The schedule of compensation, benefits and other payments to agency head and justice system funding schedules on pages 41 through 44 are presented for the purposes of additional analysis, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

In our opinion, the schedule of compensation, benefits and other payment to agency head and justice system funding schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 27, 2024, on our consideration of the Clerk'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 solely 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 the effectiveness of the Clerk's 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's internal control over financial reporting and compliance.

Diez, Dupuy & Ruiz

Gonzales, Louisiana
December 27, 2024

ASCENSION PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2024

This section of Ascension Parish Clerk of Court's annual financial report presents our discussion and analysis of the Clerk's financial performance during the fiscal year that ended on June 30, 2024. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with the prior year's information (where available).

FINANCIAL HIGHLIGHTS

- The Clerk's total net position increased by \$800,974 over the course of this year's operations.
- During the year, the Clerk's expenses were \$5,277,852.
- Expenses for the year decreased by \$223,682 or 4.1 percent.
- Current year revenues increased compared to prior year by 0.9 percent to \$6,078,826.
- The General Fund reported fund balance of \$13,724,859, an increase of 6.4 percent from last year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts- management's discussion and analysis (this section), the financial statements, required supplementary information, and supplementary information. The financial statements include two kinds of statements that present different views of the Clerk.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Clerk's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Clerk's government, reporting the Clerk's operations in more detail than the government-wide statements.
 - The governmental fund statements tell how general government services were financed in the short-term as well as what remains for future spending.
 - Fiduciary fund statements provide information about the financial relationships in which the Clerk acts solely as agent for the benefit of others, to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Clerk's financial statements, including the portion of the Clerk's government they cover and types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

ASCENSION PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2024

Figure A-1

Major Features of the Clerk's Government-Wide and Fund Financial Statements

	Government-Wide Statements	Fund Statements	
		Governmental Fund	Fiduciary Funds
Scope	Entire Clerk government (except judiciary funds)	The activities of the Clerk that are not proprietary or fiduciary, such as general government	Instances in which the Clerk is the trustee or agent for someone else's resources
Required financial statements	<ul style="list-style-type: none"> • Statement of net position • Statement of activities 	<ul style="list-style-type: none"> • Balance sheet • Statement of revenues, expenditures, and changes in fund balance 	<ul style="list-style-type: none"> • Statement of fiduciary net position • Statement of changes in fiduciary net position
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both short-term and long-term; the Clerk's funds do not currently contain capital assets, although they can
Type of Inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received or have otherwise been incurred	All revenues and expenses during year, regardless of when cash is received or paid

ASCENSION PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2024

Government-wide Statements

The government-wide statements report information about the Clerk as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in accordance in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the Clerk's net position and how they have changed. Net position-the difference between the Clerk's assets and liabilities-is one way to measure the Clerk's financial health, or position.

- Over time, increases or decreases in the Clerk's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Clerk you need to consider additional nonfinancial factors such as the growth of Ascension Parish.

The government-wide financials of the Clerk include:

- Governmental activities-most of the Clerk's basic services are included here, such as personal services and benefits, and operating activities. Charges for services such as, recordings, suits, certified copies, and criminal fees finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the Clerk's most significant funds not the Clerk as a whole. Funds are accounting devices that the Clerk uses to keep track of specific sources of funding and spending for particular purposes.

The Clerk has two kinds of funds:

- Governmental fund-The Clerk's basic services are included in the governmental fund, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental fund statement, or on the subsequent page, that explains the relationship (or differences) between them. The Clerk's operations are accounted for in the General Fund.
- Fiduciary funds-These funds are used as depositories for suits. Disbursements from these funds are made to various litigants in suits, in the manner prescribed by law. These funds are custodial in nature and do not involve measurement of results of operations. We exclude these activities from the Clerk's government-wide financial statements because the Clerk cannot use these assets to finance its operations.

ASCENSION PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2024

FINANCIAL ANALYSIS OF THE CLERK AS A WHOLE

Net position. The Clerk's net position increased between fiscal years 2024 and 2023 to approximately \$6.9 million. (See Table A-1)

Table A-1

Statement of Net Position-Governmental Activities

	2024	2023
Cash and other assets	\$ 13,882,763	\$ 12,986,334
Capital assets, net	501,916	432,643
Total assets	14,384,679	13,418,977
Deferred outflows of resources	2,639,584	3,013,829
Total assets and deferred outflows of resources	17,024,263	16,432,806
Current liabilities	83,857	50,834
Long-term liabilities	8,929,112	8,986,354
Total liabilities	9,012,969	9,037,188
Deferred inflows of resources	1,147,495	1,332,793
Total liabilities and deferred inflows of resources	10,160,464	10,369,981
Investment in capital assets	463,133	432,643
Unrestricted	6,400,666	5,630,182
Total Net Position	\$ 6,863,799	\$ 6,062,825

Changes in net position. The Clerk's total revenues increased by 0.9 percent compared to prior fiscal year. (See Table A-2). Approximately 80 percent of the Clerk's revenues comes from charges for services. The remaining 20 percent is comprised of interest income and miscellaneous revenues.

The total cost of all programs and services decreased approximately \$224,000 or 4.1 percent. The Clerk's expenses cover all services performed by its office.

ASCENSION PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2024

Governmental Activities

Revenues for the Clerk's governmental activities increased by 0.9 percent to \$6.1 million while total expenses decreased by 4.1 percent to \$5.3 million. (See Table A-2).

**Table A-2
Changes in Clerk's Net Position**

	2024	2023
Revenues		
Program revenues		
Charges for services	\$ 4,884,359	\$ 5,135,566
General revenues		
Miscellaneous	352,910	315,028
Interest income	841,557	575,046
Total revenues	6,078,826	6,025,640
Expenses		
General government	5,277,852	5,501,534
Total expenses	5,277,852	5,501,534
Change in net position	\$ 800,974	\$ 524,106

FINANCIAL ANALYSIS OF THE CLERK'S FUNDS

As the Clerk completed this year, its governmental fund reported a fund balance of \$13,724,859, an increase from last year of \$825,181.

General Fund Budgetary Highlights

Over the course of the year, there were no amendments to the general fund budget.

CAPITAL ASSETS

At the end of 2024, the Clerk had net investment in capital assets (net of accumulated depreciation and amortization) in the amount of \$501,916. (See Table A-3).

**Table A-3
Clerk's Capital Assets
(Net of depreciation)**

	Governmental Activities	
	2024	2023
Equipment	\$ 381,870	\$ 422,846
Vehicles	81,633	9,797
Right to use asset	38,413	-
Total	\$ 501,916	\$ 432,643

ASCENSION PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2024

CAPITAL ASSETS (continued)

This year's major capital assets additions include:

- Computer equipment, office furniture and database software totaling \$76,333.
- A new vehicle costing \$99,959.

This year's capital disposals include:

- Old computer equipment totaling \$31,020.
- Vehicle totaling \$41,988 with a book value of \$9,097.

LONG-TERM LIABILITIES

The Ascension Parish Clerk of Court's long-term liabilities consist of other post-employment benefits liabilities, net pension liability, compensated absences, and lease liability. The Ascension Parish Clerk of Court had \$4,294,346 in other post-employment benefits payable at year end compared to \$3,797,796 at the previous year end, an increase of \$496,550 or 13.1 percent as shown in the table below. The net pension liability has decreased compared to prior year to \$4,516,102. Compensated absences liability increased by \$1,379 compared to prior year. In the current year, the Clerk had a lease liability of \$31,651.

Long-Term Liabilities at Year End		
	2024	2023
Other post-employment benefit liability	\$4,294,346	\$3,797,796
Net pension liability	4,516,102	5,102,924
Compensated absences	87,013	85,634
Lease liability	31,651	-
Total	<u>\$8,929,112</u>	<u>\$8,986,354</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Clerk is dependent on charges for services for 80 percent of its revenues. The economy is not expected to generate any significant growth. Therefore, the Clerk's future revenues are expected to remain relatively consistent with current years. The budget for 2025 year is approximately the same as the 2024 fiscal year budget.

CONTACTING THE CLERK'S FINANCIAL MANAGEMENT

The financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Clerk's finances and to demonstrate the Clerk's accountability for the money it receives. If you have questions about the report or need additional financial information, contact Resa Tureau at the Ascension Parish Clerk's Office, 607 E. Worthey St. 1st Floor, Gonzales, LA 70737.

ASCENSION PARISH CLERK OF COURT

STATEMENT OF NET POSITION

JUNE 30, 2024

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

ASSETS

Cash and cash equivalents	\$ 13,739,159
Accounts receivable	12,038
Interest receivable	47,696
Prepaid expense	83,870
Capital assets, net of accumulated depreciation and amortization	501,916
TOTAL ASSETS	<u>14,384,679</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows, pension related	1,281,446
Deferred outflows, other post employment benefit related	1,358,138
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>2,639,584</u>

TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 17,024,263</u>
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LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION

CURRENT LIABILITIES

Accounts payable	\$ 40,309
Accrued liabilities	8,126
Unearned revenues	25,599
Current portion of long-term liabilities	9,823
Total current liabilities	<u>83,857</u>

LONG-TERM LIABILITIES

Compensated absences	87,013
Other post employment benefit liability	4,294,346
Lease liability	31,651
Net pension liability	4,516,102
Total long-term liabilities	<u>8,929,112</u>
TOTAL LIABILITIES	<u>9,012,969</u>

DEFERRED INFLOWS OF RESOURCES

Deferred inflows, pension related	109,327
Deferred inflows, other post employment benefit related	1,038,168
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>1,147,495</u>

NET POSITION

Investment in capital assets	463,133
Unrestricted	6,400,666
TOTAL NET POSITION	<u>6,863,799</u>

TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	<u>\$ 17,024,263</u>
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The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

FUNCTION/PROGRAM	<u>Expenses</u>	<u>Program Revenues</u> <u>Charges for</u> <u>Services</u>	Net (Expense)
			Revenue and Change in Net Position Governmental Unit
Governmental activities:			
General government	\$ 5,277,085	\$ 4,884,359	\$ (392,726)
Interest	767	-	-
Total governmental activities	<u>\$ 5,277,852</u>	<u>\$ 4,884,359</u>	<u>(392,726)</u>
General Revenues:			
Miscellaneous			87,239
Non-employer contributions			265,671
Interest			<u>841,557</u>
Total general revenues			<u>1,194,467</u>
Change in net position			800,974
Net position- July 1, 2023			<u>6,062,825</u>
Net position- June 30, 2024			<u>\$ 6,863,799</u>

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT

BALANCE SHEET
GOVERNMENTAL FUND
JUNE 30, 2024

ASSETS

Cash and cash equivalents	\$ 13,739,159
Accounts receivable	12,038
Interest receivable	47,696
Total assets	<u>\$ 13,798,893</u>

LIABILITIES AND FUND BALANCE

Liabilities	
Accounts payable	\$ 40,309
Accrued liabilities	8,126
Unearned revenues	<u>25,599</u>
Total liabilities	<u>74,034</u>
Fund balance	
Unassigned	<u>13,724,859</u>
Total fund balance	<u>13,724,859</u>
Total liabilities and fund balance	<u>\$ 13,798,893</u>

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET

TO THE STATEMENT OF NET POSITION

JUNE 30, 2024

Total fund balance- Governmental Fund	\$ 13,724,859
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Amounts reported for governmental activities in the statement of net position
are different because:

Prepaid expense	83,870
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Deferred outflows, pension related	1,281,446
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Deferred outflows, other post employment benefit related	1,358,138
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Capital assets used in governmental activities are not current financial resources and,
therefore, are not reported in the governmental fund:

Cost of capital assets at June 30, 2024	1,566,833	
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Less: accumulated depreciation and amortization	<u>(1,064,917)</u>	501,916
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Long-term liabilities are not due and payable in the current period, and therefore, are
not reported in governmental fund:

Other post employment benefit	(4,294,346)
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Net pension liability	(4,516,102)
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Lease liability	(38,783)
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Deferred inflows, pension related	(109,327)
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Deferred inflows, other post employment benefits related	(1,038,168)
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Compensated absences payable	<u>(89,704)</u>
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Total net position at June 30, 2024 - Governmental Activities	<u>\$ 6,863,799</u>
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The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGE IN FUND BALANCE
GOVERNMENTAL FUND
YEAR ENDED JUNE 30, 2024

REVENUES

Birth certificates	\$ 132,435
Certified copies	251,915
Criminal fees	271,119
Recording	1,957,231
Suits	2,012,059
Court attendance	14,020
Miscellaneous	87,239
Internet access	245,580
Interest income	<u>841,557</u>
 Total Revenues	 <u>5,813,155</u>

EXPENDITURES

Current:

Personnel services and benefits	3,984,641
Operating	917,856
Capital outlay	<u>125,912</u>
 Total Expenditures	 <u>5,028,409</u>
 Excess of Revenues over Expenditures	 <u>784,746</u>

OTHER FINANCING SOURCES

Proceeds from lease	<u>40,435</u>
Total other financing sources	<u>40,435</u>
 Net change in fund balance	 825,181
 Fund Balance, July 1, 2023	 <u>12,899,678</u>
 Fund Balance, June 30, 2024	 <u><u>\$ 13,724,859</u></u>

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT

RECONCILIATION OF THE GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
JUNE 30, 2024

Net change in fund balance	\$	825,181
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Change in prepaid maintenance		48,048
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Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeds depreciation in the current period.

Capital Assets:

Capital outlay capitalized		216,727
Depreciation and amortization expense		(138,357)

In the statement of activities, only the gain or loss of assets is reported, whereas in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the difference in cost, including salvage value, and accumulated depreciation of disposed assets. (9,097)

Some expenditures reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These expenditures consist of:

Change in other post employment benefits liability and deferred inflows/outflows of resources in accordance with GASB 75.		16,094
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Change in net pension liability and deferred inflows/outflows of resources in accordance with GASB 68.		(380,440)
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Proceeds from lease		(40,435)
Payments on lease		1,652

Non-employer contributions to cost-sharing pension plan		265,671
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Change in compensated absences		<u>(4,070)</u>
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Change in Net Position- Governmental Activities	\$	<u>800,974</u>
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The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT

STATEMENT OF FIDUCIARY NET POSITION

FIDUCIARY FUNDS

JUNE 30, 2024

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Total Custodial Funds</u>
<u>ASSETS</u>			
Cash and cash equivalents	\$ 5,794,172	\$ 4,145,250	\$ 9,939,422
Total Assets	<u>\$ 5,794,172</u>	<u>\$ 4,145,250</u>	<u>\$ 9,939,422</u>
 <u>LIABILITIES</u>			
Accounts payable	\$ -	\$ -	\$ -
Total Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 <u>NET POSITION</u>			
Fiduciary net position- held for litigants and others	\$ 5,794,172	\$ 4,145,250	\$ 9,939,422
Total Net Position	<u>\$ 5,794,172</u>	<u>\$ 4,145,250</u>	<u>\$ 9,939,422</u>

The accompanying note are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FIDUCIARY FUNDS

FOR THE YEAR ENDED JUNE 30, 2024

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Total Custodial Funds</u>
ADDITIONS			
Suits and successions	\$ 5,676,323	\$ -	\$ 5,676,323
Judgements	-	3,721,841	3,721,841
Interest income	-	57,423	57,423
Total additions	<u>5,676,323</u>	<u>3,779,264</u>	<u>9,455,587</u>
DEDUCTIONS			
Clerk's costs	2,535,246	-	2,535,246
Settlements to litigants	-	3,063,416	3,063,416
Sheriff's fees	273,208	-	273,208
Other reductions	2,665,596	-	2,665,596
Total deductions	<u>5,474,050</u>	<u>3,063,416</u>	<u>8,537,466</u>
CHANGES IN NET POSITION	202,273	715,848	918,121
Net position, beginning of year	<u>5,591,899</u>	<u>3,429,402</u>	<u>9,021,301</u>
Net position, end of year	<u><u>\$ 5,794,172</u></u>	<u><u>\$ 4,145,250</u></u>	<u><u>\$ 9,939,422</u></u>

The accompanying note are an integral part of this financial statement.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE 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. BASIS OF PRESENTATION

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

B. FUND ACCOUNTING

The Clerk uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Clerk functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Fund

The Governmental fund accounts for most of the Clerk's general activities. This fund focuses on the sources, uses, and balances of current financial resources. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Clerk of Court. The following is the Clerk's governmental fund:

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

Fiduciary Funds

Fiduciary funds are used to report assets held in a trustee or custodial capacity for others and therefore are not available to support Clerk programs. The Clerk has adopted GASB No. 84 for the reporting and classification of its fiduciary activities. Fiduciary focus is on net position and changes in net position and are reported using the accrual basis of accounting. Because by definition these assets are being held for the benefit of a third party and cannot be used to address activities or obligations of the government, these funds are not incorporated in the government-wide statements. The following fiduciary funds are presented in the fiduciary fund financial statement by custodial type:

Advance Deposit Fund- provided for under LRS 13:842, is used to account for advance deposits in suits filed by litigants.

The Registry of Court Fund- provided by LRS 13:475, is used to account for funds held by order of the court until judgement is rendered by the judiciary.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. BASIS OF ACCOUNTING/MEASUREMENT FOCUS

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS):

The statement of net position and the statement of activities display information about the primary government (the Clerk). These statements include the financial activities of the overall government, except for fiduciary net activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange transactions. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange-like transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-Exchange Transactions*.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Clerk's governmental activities. Direct expenses are those specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

The GWFS and fiduciary fund statements are reported using the economic resources measurement focus. The government wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Clerk gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, and donations. Revenues from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

FUND FINANCIAL STATEMENTS (FFS):

The amounts reflected in the General Fund are accounted for using the current financial resources measurement focus. With this measurement focus, only current assets and liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and change in net fund balance reports on the sources (i.e., revenues and other financing resources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Clerk's operations.

The fund financials statements provide information about the Clerk's funds, including its fiduciary funds. Separate statements for each fund category: governmental and fiduciary are presented. The emphasis of fund financial statements is on major governmental funds. The General Fund is the Clerk's only major governmental fund.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Clerk considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Copies, fees, recording and interest are considered to be susceptible to accrual. Expenditures are recorded when the relate fund liability is incurred, except for claims and judgements and compensated absences, which are recognized when the obligations are expected to be liquidated with expendable available financial resources. General capital asset acquisitions are reported as expenditures in governmental funds.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. REPORTING ENTITY

For financial reporting purposes, the Clerk's basic financial statements include all funds that are controlled by the Clerk as an independently elected Parish official. As an independently elected official, the Clerk is solely responsible for the operations of her office. Fiscally independent means that the Clerk may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. The Clerk also has no component units as other legally separate organizations for which the Clerk is financially accountable. There are no other primary governments with which the Clerk has a significant relationship. Accordingly, the Clerk is a primary government for reporting purposes. The criteria for including organizations as component units within the Clerk's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include items such as whether the organization is legally separate.

E. CAPITAL ASSETS

All capital assets are capitalized at historical cost, or estimated historical costs for assets where actual cost is not available. Donated fixed assets are recorded at their estimated fair value at the date of donation. The Clerk maintains a threshold of \$1,000 or more for capitalizing assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized.

Capital assets are recorded in the GWFS, but are not reported in the FFS. Since surplus assets are sold for an immaterial amount when declared no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Vehicles	5
Equipment	3-10

Leases - The Clerk is a lessee under a noncancellable lease agreements for a purpose and use of equipment. In accordance with GASB Statement No. 87, *Leases*, the Clerk recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the financial statements. Lease liabilities are recorded for lease contracts with an initial individual value that is material to the financial statements and with lease periods greater than one year.

At the commencement of a lease, the Clerk initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life. Key estimates and judgments related to leases include (1) the discount rate used to calculate the present value of expected lease payments, (2) lease term, and (3) lease payments.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

E. CAPITAL ASSETS (continued)

The Clerk uses the interest rate charged by the lessor as the discount rate, if provided. When the interest rate charged by the lessor is not provided, the Clerk uses its estimated incremental borrowing rate as the discount rate for the lease.

The lease terms include the noncancellable period of the lease and optional renewal periods. Lease payments included in the measurement of the lease liability are composed of fixed payments through the noncancellable term of the lease and renewal periods that management considers reasonably certain to be exercised.

The Clerk monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability. Lease assets are reported with capital assets and lease liabilities are reported with long-term liabilities on the statement of net position.

F. BUDGETS AND BUDGETARY ACCOUNTING

Formal budgetary accounting is employed as a management control. The Clerk prepares and submits for public inspection a budget each year prior to June 15, for its general fund in accordance with Louisiana Revised Statutes. The operating budget is prepared based on prior years' revenues and expenditures and the estimated increase/decrease therein for the current year, using the modified accrual basis of accounting. The Clerk amends its budget when projected revenues are more than budgeted amounts by five percent or more. The budget was not amended during this fiscal year. All budget appropriations lapse at year end.

G. COMPENSATED ABSENCES

The liability for compensated absences reported in the government-wide statements consists of unpaid, accumulated leave balances. The liability has been calculated using the vested method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

H. CASH AND CASH EQUIVALENTS

Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Investments with original maturities of three months or less are cash equivalents.

The Clerk invests in the Louisiana Asset Management Pool (LAMP). LAMP is a local government 2a7-like pool administered by a non-profit corporation under a State of Louisiana law which permits the LAMP investments to be carried at amortized cost instead of fair value. A 2a7-Like pool is an external investment pool that is not registered with the Securities and Exchange Commission (SEC) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's rule 2a7 of the Investment Company Act of 1940.

I. RECLASSIFICATIONS

Certain prior year amounts have been reclassified for consistency with the current period presentation. These reclassifications had no effect on the reported results of operations.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

J. 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 amount of revenue, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

K. RESTRICTED NET POSITION

For the government-wide statement of net position, net position amount is classified and displayed in three components:

Net investment in capital assets- consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflow of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.

Restricted net position- net position is considered restricted if its use is constrained to a particular purpose. Restricted net position is restricted assets reduced by liabilities and deferred inflows of resources related to the restricted assets.

Unrestricted net position- consists of all other net position that does not meet the definition of the above two components and is available for general use by the Clerk.

L. FUND EQUITY OF FUND FINANCIAL STATEMENTS

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below:

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

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

Committed- represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Clerk.

Assigned- represents balances that are constrained by the government's intent to be used for specific purposes, but are neither restricted or committed.

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

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Clerk's office reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for committed, assigned, and unassigned amounts are available, the Clerk's office reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

M. PENSION PLANS

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

N. OTHER POSTEMPLOYMENT BENEFITS

The Clerk provides certain continuing health care and life insurance benefits for its retired employees. The Clerk's other postemployment benefit (OPEB) plan is a single-employer defined benefit OPEB plan administered by the Clerk. See Note 8. For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense, the information about the fiduciary net position of the plan, and additions/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, the benefit payments are recognized when due and payable in accordance with benefit terms.

O. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

The statement of financial position will often report a separate section for deferred outflows and inflows of financial resources. Deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until then. The Clerk has two items that qualifies for this category; pension related deferrals and other postemployment retirement benefits, which are reported in the government-wide statements.

Deferred inflows of resources represent an acquisition of a net positions that applies to a future period(s) and so will not be recognized as an inflow of resources until that time. The Clerk has two items that qualifies for this category; pension related deferrals and other postemployment retirement benefits. This amount is recognized as an inflow of resources in the period that the amount becomes available, and is reported in the government-wide statements.

P. LEASES

The Clerk has implemented GASB Statement No. 87, *Leases*. Under this Statement, lease contracts, as defined, are financings of the right to use an underlying asset. A lessor is required to recognize a lease receivable and a deferred inflow of resources, and a lessee recognizes a lease liability and intangible right to use asset, thereby enhancing the relevance and consistency of information about governments' leasing activities. Lease liabilities are measured at the present value of lease payments over the term of each respective contract. Options to renew the lease are included in the lease term if reasonably certain to be exercised.

Beginning with the implementation in the current fiscal year, lease payments are accounted for as repayment of debt principal and interest, and lease collections are accounted for as collection of receivables.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

2. CASH AND CASH EQUIVALENTS

At June 30, 2024, the Clerk had cash and cash equivalents totaling \$23,678,581 as follows:

	<u>General Fund</u>	<u>Agency Funds</u>
Demand Deposit	\$ 2,739,159	\$ 5,239,422
LAMP	11,000,000	4,700,000
Total	<u>\$ 13,739,159</u>	<u>\$ 9,939,422</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

Custodial credit risk-Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk. As of June 30, 2024, the Clerk's bank balance of \$8,636,005 was not exposed to custodial credit risk.

The Clerk invested in the Louisiana Asset Management Pool (LAMP), a local government investment pool. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments

LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

- Credit risk: LAMP is rated AAAm by Standard & Poor's
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investment is (number-days) (from LAMP's monthly portfolio holdings) as of (date-month-end).
- Foreign currency risk: Not applicable.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

2. CASH AND CASH EQUIVALENTS (continued)

The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

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

3. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2024, are as follows:

	Vehicles	Equipment	Right to Use Asset	Total
Cost of Capital Assets, 6/30/23	\$ 41,988	\$1,381,126	\$ -	\$ 1,423,114
Additions	99,959	76,333	40,435	216,727
Deletions	(41,988)	(31,020)	-	(73,008)
Cost of Capital Assets, 6/30/24	<u>\$ 99,959</u>	<u>\$ 1,426,439</u>	<u>\$ 40,435</u>	<u>\$ 1,566,833</u>
Accumulated depreciation, 6/30/23	\$ 32,191	\$ 958,280	\$ -	\$990,471
Additions	19,026	117,309	2,022	138,357
Deletions	(32,891)	(31,020)	-	(63,911)
Accumulated depreciation, 6/30/24	<u>18,326</u>	<u>1,044,569</u>	<u>2,022</u>	<u>1,064,917</u>
Capital Assets, net of accumulated depreciation, 6/30/24	<u>\$ 81,633</u>	<u>\$381,870</u>	<u>\$38,413</u>	<u>\$ 501,916</u>

For the year ended June 30, 2024, depreciation and amortization expense was \$138,357.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

4. PENSION PLAN

Plan Description

Substantially all employees of the Ascension Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan established in accordance with Louisiana Revised Statute 11:1501 to provide regular, disability, and survivor benefits for clerks of court, their deputies, and other employees and the beneficiaries of such clerks of court, their deputies, and other employees.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 10202 Jefferson Hwy, Bldg. A, Baton Rouge, LA 70809, or by calling (225) 293-1162.

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

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

Disability Benefits:

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

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

4. PENSION PLAN (continued)

Survivor Benefits:

Upon the death of any active contributing member with less than five years of credited service, his/her accumulated contributions are paid to his/her designated beneficiary. Upon the death of any active contributing member with five or more years of credited services, 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 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 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 eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

Deferred Retirement Option Plan:

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

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

Upon termination, the member receives a lump sum payment from the DROP fund equal to the payments made to that fund on his behalf, or a true annuity based 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. Prior to January 1, 2011, the average compensation used to calculate the additional benefit is that used to calculate the original benefit unless his period of additional service is at least 36 months. Effective January 1, 2011, the average compensation for members whose additional service is less than 36 months is equal to the lesser amount used to calculate his original benefit or the compensation earned in the period of additional service divided by the number of months of service.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

4. PENSION PLAN (continued)

Deferred Retirement Option Plan: (continued)

For former DROP participants who retire after December 30, 2010, the period used to determine final average compensation for post-DROP service is 36 months plus the number of whole months elapsed from January 1, 2011 to the date of DROP entry. In no event can the entire monthly benefit amount paid to the retiree exceed 100% of the average compensation used to compute the additional benefit. If a participant dies during the period of participation in the program, a lump sum payment equal to his account balance is paid to his named beneficiary or, if none, to his estate.

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, to his estate.

Cost of Living Adjustments (COLAS):

The Board of Trustees is authorized to grant retired members who have been retired for at least one full calendar year an annual cost of 2.5% of their benefit (not to exceed \$40 per month), and all retired members and widows who are 65 years of age or older a 2% increase in their original benefit (or their benefit as of October 1, 1977, if they retired prior to that time). In order to grant the 2.5 COLA, the increase in the consumer price index must have exceeded 3% since the last COLA granted. In order for the Board to grant either of these increases, the Fund must meet certain other criteria as detailed in the Louisiana statute relating to funding status. In lieu of granting the above cost of living increases, Louisiana statutes allow the Board to grant a cost-of-living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost-of-living amount which cannot exceed \$1.

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2024, the actual employer contribution rate was 23.0%.

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 year ended June 30, 2024 was \$265,671.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

4. PENSION PLAN (continued)

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk is required to contribute at an actuarially determined rate. The current rate is 23.00 percent of annual covered payroll. Contributions to the plan also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the Clerk are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:105, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Clerk's contributions to the Plan, for the years ending June 30, 2024, 2023, and 2022 were \$528,204, \$496,347, and \$479,581, respectively.

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

At June 30, 2024, the Clerk reported a liability of \$4,516,102 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's proportionate share of the net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023, the Clerk's proportion was 2.0992960%, which was a decrease of 0.0061% from its proportion measured as of June 30, 2022.

For the year ended June 30, 2024, the Clerk recognized pension expense of \$908,644 plus (minus) employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$380,440.

At June 30, 2024, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 23,388	\$ (45,968)
Changes of assumptions	225,135	-
Net difference between projected and actual earnings on pension plan investments	503,719	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	-	(63,359)
Employer contributions subsequent to the measurement date	528,204	-
Total	<u>\$ 1,281,446</u>	<u>\$ (109,327)</u>

The Clerk reported a total of \$528,204 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2023 which will be recognized as a reduction in net pension liability in the year ended June 30, 2024.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

4. PENSION PLAN (continued)

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized as an increase (decrease) in pension expense as follows:

Year	
2024	\$ 267,984
2025	686
2026	446,760
2027	<u>(71,515)</u>
	<u>\$ 643,915</u>

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2024 are as follows:

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.55%, net of investment expense
Projected Salary Increases	1-5 years of service – 6.2% 5 years or more – 5%
Inflation Rate	2.40%
Mortality Rates	PUB- 2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 improvement scale.
Expected Remaining Service Lives	2023 - 5 years 2022 - 5 years 2021 - 5 years 2020 - 5 years 2019 - 5 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The actuarial assumptions used are based on the assumptions used in the 2023 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2014 through June 30, 2019 unless otherwise specified. In cases where benefit structures were changes after the experience study period, assumptions were based on future experiences.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

4. PENSION PLAN (continued)

Actuarial Assumptions (continued)

The mortality rate assumption used was verified by combining data from this plan with two other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2014 through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the 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 5.81%, for the year ended June 30, 2023. 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, 2023, is summarized in the following table:

	<u>Target Asset</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Domestic Bonds	30.00%	2.50%
International Bonds		3.50%
Domestic Equity	35.00%	7.50 %
International Equity	20.00%	8.50%
Real Estate	15.00%	4.50%
	<u>100.00 %</u>	

Discount rate

The discount rate used to measure the total pension liability was 6.55%. 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 the Board of Trustees and the Public Retirement System's Actuarial Committee (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 benefits payments to determine the total pension liability.

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

4. PENSION PLAN (continued)

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

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

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
Rates	5.55%	6.55%	7.55%
Clerk's Share NPL	\$ 6,741,025	\$ 4,516,102	\$ 2,640,661

5. DERERRED COMPENSATION PLAN

The Clerk adopted an (IRC) 457 deferred compensation plan effective February 1, 2001. The plan covers all full-time employees. The Clerk matches up to 10 percent of employee compensation. The Clerk's contributions for the years ending June 30, 2024, 2023, and 2022 were \$176,942, \$168,668, and \$166,415; respectively.

6. EXCESS FUND BALANCE

Louisiana Revised Statute 13:785 requires that every four years (at the expiration of the term of office) the Clerk must pay the parish treasurer any balance in the Clerk's salary fund which exceeds one-half of the revenues of the last year of the term, which amount shall be limited to not more than that which was received by the Clerk in accordance with R.S. 13:784 (A) during said term of office. The Parish Council has not provided any direct funding to the Clerk under statute R.S. 13:784 (A). At June 30, 2024, there was \$0 due the parish treasurer.

7. CHANGES IN LONG-TERM LIABILITIES

The following is a summary of long-term liabilities transactions of the Clerk for the year ended June 30, 2024:

	<u>Balance at July 1, 2023</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance at June 30, 2024</u>	<u>Due Within One Year</u>
Compensated Absences	\$ 85,634	\$ 9,330	\$ (5,260)	\$ 89,704	\$ 2,691
Lease liabilities	-	40,435	(1,652)	38,783	7,132
Total	<u>\$ 85,634</u>	<u>\$ 49,765</u>	<u>\$ (6,912)</u>	<u>\$ 128,487</u>	<u>\$ 9,823</u>

The future principal and interest lease payments as of June 30, 2024, are as follows:

<u>Year ending</u>	<u>Lease liabilities</u>	
	<u>Principal</u>	<u>Interest</u>
2025	\$ 7,132	\$ 2,545
2026	7,648	2,030
2027	8,200	1,477
2028	8,793	884
2029	7,010	248
	<u>\$ 38,783</u>	<u>\$ 7,184</u>

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

8. OTHER POST-EMPLOYMENT BENEFITS (OPEB)

General Information about the OPEB Plan

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

Benefits provided. The Clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 50% of retiree and 50% of dependent pre-Medicare health, Medicare Advantage, vision, and dental insurance premiums. The plan also provides for payment of 50% of retiree life insurance premiums. Retirees with at least 20 years of service are eligible for payment of 100% of the retiree and 50% of the dependent premiums by the Clerk.

Employees covered by benefit terms. At January 1, 2024, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefits payments	22
Inactive employees entitled to but not yet receiving benefit payments	-
Active Employees	42
Total	<u>64</u>

Total OPEB Liability

The Clerk's total OPEB liability of \$4,294,346 was measured as of June 30, 2024 and was determined by an actuarial valuation as of January 1, 2024.

Actuarial assumptions and other inputs. The total OPEB liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.40%
Salary Increases, including inflation:	3.25%
Discount Rate:	3.97%
Health Care Cost Trend Rates	
Medical:	6.75% for 2024, decreasing 0.25% per year to an ultimate rate of 4.75% for 2032 and later.
Medicare Advantage:	4.5% for 2024, decreasing 0.25% per year to an ultimate rate of 3.0% for 2030 and later years. Includes 2% per year for aging.

ASCENSION PARISH CLERK OF COURT
NOTES TO THE FINANCIAL STATEMENTS

8. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (continued)

Actuarial assumptions and other inputs. (continued)

Dental: 3.0% per year.

Vision: 2.5% per year.

Retirees' Share of Benefit-Related Costs – Retirees with less than 20 years of service:

Medical: 50% for retirees and 50% for dependents.

Medicare Advantage: 50% for retirees and 50% for dependents.

Dental: 50% for retirees and 50% for dependents.

Vision: 50% for retirees and 50% for dependents.

Basic Life Insurance: 50%

Retirees' Share of Benefit-Related Costs – Retirees with at least 20 years of service:

Medical: 50% for retirees and 50% for dependents.

Medicare Advantage: 50% for retirees and 50% for dependents.

Dental: 50% for retirees and 50% for dependents.

Vision: 50% for retirees and 50% for dependents.

Basic Life Insurance: 50%

The discount rate was based on the June 30, 2024 Fidelity General Obligation AA 20-Year Yield.

Mortality rates for active employees were based on the PubG. H-2010 Employee mortality table, Generational with Projection Scale MP-2021 for males or females, as appropriate.

Mortality rates for retired employees were based on the PubG.H-2010 Healthy Retiree mortality table, Generational with Projection Scale MP-2021 for males or females, as appropriate.

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

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

8. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (continued)

Changes in the Total OPEB Liability

	Total OPEB Liability
Balance at June 30, 2023	\$3,797,796
Changes for the year:	
Service Cost	68,505
Interest	144,443
Differences between expected and actual experience	545,911
Changes in Assumptions/Inputs	(13,782)
Change in Benefit Terms	-
Benefit payments	(248,527)
Administrative Expense	-
Net Changes	\$496,550
Balance at June 30, 2024	\$4,294,346

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.97 percent) or 1-percentage-point higher (4.97 percent) than the current discount rate:

	1% Decrease (2.97%)	Discount Rate (3.97%)	1% Increase (4.97%)
Total OPEB Liability	\$4,893,123	\$4,294,346	\$3,803,799

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

	1% Decrease	Trend Rate	1% Increase
Total OPEB Liability	\$3,913,596	\$4,294,346	\$4,768,317

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

For the year ended June 30, 2024, the Clerk recognized an OPEB expense of \$232,433. At June 30, 2024, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$ 1,139,591	\$ (111,607)
Changes of assumptions or other inputs	218,547	(926,561)
Total	\$ 1,358,138	\$ (1,038,168)

ASCENSION PARISH CLERK OF COURT

NOTES TO THE FINANCIAL STATEMENTS

8. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (continued)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (continued)

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:

2025	\$ 19,485
2026	\$ 19,485
2027	\$ 17,808
2028	\$ 55,010
2029	\$ 55,010
Thereafter	\$ 153,172

9. EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH COUNCIL

The Parish Council pays for expenditures associated with court house where the Clerk maintains an office. These expenses are not included in the accompanying financial statements.

10. RISK MANAGEMENT

The Clerk is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Clerk purchased a commercial insurance policy to satisfy claims related to general liability, automobile liability, property and casualty, employee health and accident, and errors and omissions.

11. UNEARNED REVENUE

The Clerk of Court receives payment of e-search recording subscription revenues from the subscribers in advance of the service period to be provided. The Clerk recognizes e-search recording revenue as a revenue on a pro-rata basis over the period of service provided to the subscribers. At June 30, 2024, the Clerk had unearned revenues of \$25,599, which represents the fees collected in advance of the service to be provided.

12. SUBSEQUENT EVENTS

Management has evaluated subsequent events through the date the financial statements were available to be issued, December 27, 2024, and determined that there were no events that require disclosure.

No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

ASCENSION PARISH CLERK OF COURT

BUDGETARY COMPARISON SCHEDULE

GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2024

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<u>REVENUES</u>			
Birth certificates	\$ 125,000	\$ 125,000	\$ 132,435
Certified copies	275,000	275,000	251,915
Criminal fees	220,000	220,000	271,119
Recording	2,138,000	2,138,000	1,957,231
Suits	1,900,000	1,900,000	2,012,059
Court attendance	12,000	12,000	14,020
Miscellaneous	55,000	55,000	87,239
Internet access	195,000	195,000	245,580
Interest income	300,000	300,000	841,557
Total Revenues	<u>5,220,000</u>	<u>5,220,000</u>	<u>5,813,155</u>
<u>EXPENDITURES</u>			
Current:			
Personnel service and benefits	3,863,205	3,863,205	3,984,641
Operating	1,244,047	1,244,047	917,856
Capital outlay	90,000	90,000	125,912
Total Expenditures	<u>5,197,252</u>	<u>5,197,252</u>	<u>5,028,409</u>
Excess of Revenues over Expenditures	22,748	22,748	784,746
<u>OTHER FINANCING SOURCES</u>			
Proceeds from lease	-	-	40,435
Total other financing sources	<u>-</u>	<u>-</u>	<u>40,435</u>
Net change in fund balance	22,748	22,748	825,181
Fund Balance, July 1, 2023	<u>12,670,214</u>	<u>12,670,214</u>	<u>12,899,678</u>
Fund Balance, June 30, 2024	<u>\$ 12,715,710</u>	<u>\$ 12,715,710</u>	<u>\$ 13,724,859</u>

ASCENSION PARISH CLERK OF COURT

**SCHEDULE OF CHANGES IN THE CLERK'S
TOTAL OPEB LIABILITY AND RELATED RATIOS
FOR THE YEAR ENDED JUNE 30, 2024**

	2024	2023	2022	2021	2020	2019	2018
Total OPEB Liability							
Service cost	\$ 68,805	\$ 66,349	\$ 54,571	\$ 80,697	\$ 29,520	\$ 67,327	\$ 69,550
Interest	144,443	132,935	76,783	93,230	109,756	115,130	130,878
Changes of benefit terms	-	428,268	-	-	-	-	-
Differences between expected and actual experience	545,911	68,235	247,009	10,106	753,485	(334,822)	15,096
Changes in assumptions or other inputs	(13,782)	(305,345)	(575,557)	196,692	(489,485)	171,195	-
Benefit payments	(248,527)	(257,717)	(164,513)	(157,107)	(154,334)	(151,145)	(149,722)
Net change in total OPEB liability	496,550	132,725	(361,707)	223,617	248,942	(132,314)	65,802
Total OPEB liability- beginning	3,797,796	3,665,071	4,026,778	3,803,161	3,554,219	3,686,533	3,620,731
Total OPEB liability- ending	\$ 4,294,346	\$3,797,796	\$ 3,665,071	\$4,026,778	\$3,803,161	\$ 3,554,219	\$ 3,686,533
Covered employee payroll	\$ 2,154,017	\$2,224,022	\$2,154,017	\$2,149,020	\$2,081,375	\$ 2,152,596	\$ 2,084,839
Total OPEB liability as a percentage of covered employee payroll	199.40%	170.80%	170.20%	187.40%	182.70%	165.10%	176.80%

Notes to Schedule:

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

Changes of Benefit Terms: None

Changes of Assumptions:

Discount rates:

The following are the discount rates used in each period:

2018 - 3.62%

2019 - 3.13%

2020 - 2.45%

2021 - 1.92%

2022 - 3.69%

2023 - 3.86%

2024 - 3.97%

Mortality Rates:

2018- RPH-2014 Employee and Healthy Annuity, Generational with MP-2018.

2019- PubG.H-2010 Employee and Healthy Retiree, Generational with MP-2018.

2020- PubG.H-2010 Employee and Healthy Retiree, Generational with MP-2019.

2021- PubG.H-2010 Employee and Healthy Retiree, Generational with MP-2020.

2022- 2023 - PubG.H-2010 Employee and Healthy Retiree, Generational with MP-2021.

ASCENSION PARISH CLERK OF COURT

**SCHEDULE OF THE CLERK'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
FOR THE YEAR ENDED JUNE 30, 2024(*)**

Louisiana Clerks' of Court Retirement	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Employer's Proportion of the Net Pension Liability (Assets)	2.0993%	2.1054%	2.1290%	2.1456%	2.2129%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 4,516,102	\$ 5,102,924	\$ 2,832,063	\$ 5,162,029	\$ 4,018,639
Covered Payroll	\$ 2,231,692	\$ 2,155,421	\$ 2,148,819	\$ 2,127,474	\$ 2,151,697
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	202.3622%	236.7484%	131.7963%	242.6365%	186.7660%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	77.5625%	74.0943%	85.4046%	72.0939%	77.9290%
Employer's Proportion of the Net Pension Liability (Assets)	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Employer's Proportionate Share of the Net Pension Liability (Asset)	2.2203%	2.2950%	2.1666%	2.2012%	2.2032%
Covered Payroll					
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	\$ 3,692,955	\$ 3,470,640	\$ 4,008,190	\$ 3,301,835	\$ 2,971,841
	\$ 2,061,448	\$ 2,069,484	\$ 1,983,273	\$ 1,991,407	\$ 2,002,827
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	179.1437%	167.7056%	202.0998%	165.8041%	148.3823%
	79.0719%	79.6914%	74.1703%	78.1291%	79.3714%

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

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

ASCENSION PARISH CLERK OF COURT

SCHEDULE OF ASCENSION CLERK OF COURT'S CONTRIBUTIONS
FOR THE YEAR ENDED JUNE 30, 2024

Louisiana Clerks' of Court Retirement	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Contractually required contribution	\$ 528,161	\$ 496,551	\$ 479,581	\$ 451,252	\$ 404,220
Contributions in relation to contractually required contributions	<u>528,204</u>	<u>496,347</u>	<u>479,581</u>	<u>451,252</u>	<u>404,220</u>
Contribution deficiency (excess)	(43)	204	-	-	-
 Covered Payroll	 \$ 2,296,353	 \$ 2,231,692	 \$ 2,155,421	 \$ 2,148,817	 \$ 2,127,474
Contributions as a % of Covered Payroll	23.0000%	22.2500%	22.2500%	21.0000%	19.0000%
Contractually required contribution	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contributions in relation to contractually required contributions					
Contribution deficiency (excess)	\$ 408,822	\$ 391,675	\$ 393,202	\$ 375,738	\$ 378,367
	<u>408,822</u>	<u>391,675</u>	<u>393,192</u>	<u>375,738</u>	<u>378,367</u>
Covered Payroll	-	-	10	-	-
Contributions as a % of Covered Payroll					
	\$ 2,151,697	\$ 2,061,448	\$ 2,069,484	\$ 1,983,273	\$ 1,991,407
	19.0000%	19.0000%	19.0000%	18.9453%	19.0000%

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

Notes to the Net Pension Liability Required Supplementary Information:

Changes in Benefit Terms:

There were no changes in benefit terms for the fiscal year ended June 30, 2024.

Changes in Assumptions:

There were no changes in assumptions for the fiscal year ended June 30, 2024.

ASCENSION PARISH CLERK OF COURT

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS

TO AGENCY HEAD

JUNE 30, 2024

Agency Head Name: Bridget Hanna, Clerk of Court

Purpose	Amount
Salary	\$ 167,939
Benefits- insurance	11,512
Benefits- retirement	38,626
Deferred compensation	15,700
Benefits- Other (custodian voting machine)	2,400
Dues	1,129
Cell phone	1,225
Registration fees	3,469
Conference travel	8,271
Total	<u>\$ 250,271</u>

ASCENSION PARISH CLERK OF COURT

JUSTICE SYSTEM FUNDING SCHEDULE-RECEIVING ENTITY
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION
JUNE 30, 2024

Cash Basis Presentation	First Six Month Period Ended 12/31/23	Second Six Month Period Ended 06/30/24
Receipts From:		
Gonzales Police Department - criminal court costs	\$ 6,790	\$ 10,960
Town of Sorrento- criminal court costs	120	260
Ascension Parish Sheriff's Office - criminal court costs	66,539	89,304
Gonzales Police Department - contempt fines	2,800	3,780
Ascension Parish Sheriff's Office - contempt fines	26,591	23,775
Expungement fees collected from various defendants- Clerks fee- Criminal Fees	10,725	7,700
Ascension Parish Sheriff's Office - asset forfeiture	-	1,676
State of La DCFS - Child support cases -Civil Fees	42,489	53,046
Subtotal Receipts	\$ 156,054	\$ 190,501

ASCENSION PARISH CLERK OF COURT

JUSTICE SYSTEM FUNDING SCHEDULE- COLLECTING/DISBURSING ENTITY
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION
JUNE 30, 2024

	First Six Month Period Ended 12/31/23	Second Six Month Period Ended 06/30/24
Cash Basis Presentation		
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ 5,591,900	\$ 5,883,074
Add: Collections		
Civil Fees	2,513,720	2,837,245
Voids	324,824	535
Interest Earnings on Collected Balances	-	-
Subtotal Collections	2,838,544	2,837,780
Less: Disbursements To Governments & Nonprofits:		
Courthouse Building Fund Fee - Ascension Parish Government, Civil fees	790,116	961,533
La Supreme Court Civil Case Report, Civil fees	2,164	1,230
Louisiana State Treasurer, Civil fees	63,876	77,497
23RD JDC Judicial Expense Fund, Civil fees	31,162	38,221
Court of Appeal, 1st Circuit, Civil fees	1,650	990
Civil Juror payments, Civil fees	-	21,921
State of Louisiana, Unclaimed Property, Civil fees	9,126	-
Secretary of State, Civil fees	2,750	5,300
Acadia Parish Sheriff's Office, Civil fees	57	265
Ascension Parish Sheriff's Office, Civil fees	87,747	144,319
Assumption Parish Sheriff's Office, Civil fees	851	1,787
Avoyelles Parish Sheriff's Office, Civil fees	73	-
Beauregard Parish Sheriff's Office, Civil fees	190	150
Calcasieu Parish Sheriff's Office, Civil fees	216	1,504
East Baton Rouge Parish Sheriff's Office, Civil fees	7,578	-
East Feliciana Parish Sheriff's Office, Civil fees	150	109
Grant Parish Sheriff's Office, Civil fees	26	-
Iberville Parish Sheriff's Office, Civil fees	461	821
Jefferson Parish Sheriff's Office, Civil fees	1,280	-
Lafayette Parish Sheriff's Office, Civil fees	1,310	1,267
Lafourche Parish Sheriff's Office, Civil fees	162	454
Livingston Parish Sheriff's Office, Civil fees	3,770	5,335
Orleans Parish Sheriff's Office, Civil fees	2,582	2,905
Ouachita Parish Sheriff's Office, Civil fees	84	36
Plaquemines Parish Sheriff's Office, Civil fees	30	30
Pointe Coupee Parish Sheriff's Office, Civil fees	143	192
Rapides Parish Sheriff's Office, Civil fees	372	243
St. Bernard Parish Sheriff's Office, Civil fees	34	-
St. Charles Parish Sheriff's Office, Civil fees	199	221
St. Helena Parish Sheriff's Office, Civil fees	61	-
St. James Parish Sheriff's Office, Civil fees	332	1,372
St. John Parish Sheriff's Office, Civil fees	566	505
St. Landry Parish Sheriff's Office, Civil fees	34	153
St. Mary Parish Sheriff's Office, Civil fees	96	-
St. Tammany Parish Sheriff's Office, Civil fees	398	462
Tangipahoa Parish Sheriff's Office, Civil fees	212	972
Terrebonne Parish Sheriff's Office, Civil fees	31	475
Webster Parish Sheriff's Office, Civil fees	40	40
West Baton Rouge Parish Sheriff's Office, Civil fees	100	280
West Feliciana Parish Sheriff's Office, Civil fees	126	-

See continuation on next page

ASCENSION PARISH CLERK OF COURT

JUSTICE SYSTEM FUNDING SCHEDULE- COLLECTING/DISBURSING ENTITY
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION
JUNE 30, 2024

Continued from previous page

	<u>First Six Month Period Ended 12/31/23</u>	<u>Second Six Month Period Ended 06/30/24</u>
Cash Basis Presentation		
Less: Amounts Retained by Collecting Agency		
Amounts "Self-Disbursed" to Collecting Agency , Civil fees	1,299,864	1,235,382
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil Fee Refunds	237,350	420,711
Subtotal Disbursements/Retainage	<u>2,547,369</u>	<u>2,926,682</u>
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	<u>\$ 5,883,074</u>	<u>\$ 5,794,172</u>
Other Information:		
Waivers for Clerk of Court	10,725	7,700
Pauper cases in civil suits	127,576	198,657



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

Honorable Bridget Hanna
Ascension Parish Clerk of Court
Gonzales, 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 Ascension Parish Clerk of Court, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Ascension Parish Clerk of Court's basic financial statements, and have issued our report thereon dated December 27, 2024.

Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

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



December 27, 2024
Gonzales, Louisiana

ASCENSION PARISH CLERK OF COURT

SCHEDULE OF FINDINGS AND RESPONSES

YEAR ENDED JUNE 30, 2024

SUMMARY OF AUDIT RESULTS

1. The independent auditors' report expresses an unmodified opinion on whether the financial statements of Ascension Parish Clerk of Court were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control over Financial Reporting on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. No material weaknesses noted.
3. No instances of noncompliance material to the financial statement of Ascension Parish Clerk of Court which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

FINDINGS-FINANCIAL STATEMENT AUDIT

None noted.

COMPLIANCE

None noted.

ASCENSION PARISH CLERK OF COURT
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2024

FINDINGS-FINANCIAL STATEMENT AUDIT

None noted.

COMPLIANCE

None noted.

ASCENSION PARISH CLERK OF COURT
STATEWIDE AGREED-UPON PROCEDURES REPORT
FOR THE YEAR ENDED JUNE 30, 2024



**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To Ascension Parish Clerk of Court Office and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The Ascension Parish Clerk of Court Office's management is responsible for those C/C areas identified in the SAUPs.

Ascension Parish Clerk of Court Office has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and entity's operations:

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

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

- ii. **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.

- iii. **Disbursements**, including processing, reviewing, and approving.

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

- iv. **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.

- v. **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
Written policies and procedures were obtained and address the functions noted above.
- vi. **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.
- vii. **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.
- viii. **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 the 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.
- ix. **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 documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
Written policies and procedures were obtained and address the functions noted above.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
Not applicable.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
Written policies and procedures were obtained and address the functions noted above.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.
Written policies and procedures were obtained and address the functions noted above.

2) Board (or Finance Committee, if applicable)

- A. 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:

The entity does not have a board or finance committee, as the Clerk of Court is an elected official responsible for all oversight of the entity. These procedures are not applicable.

- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws or other equivalent document.

Not applicable.

- ii. 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, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit 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 entity's collections during the fiscal period.*

Not applicable.

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned 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 unassigned fund balance in the general fund.

Not applicable.

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Not applicable.

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Obtained listing of bank accounts for the fiscal period from management and management's representation that listing is complete.

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

All accounts were reconciled and reviewed timely with the exception of one account.

Management's Response: The office implemented a new software conversion for the suit department during the current fiscal year. There were conversion challenges that caused the delay in reconciling timely. Management was aware of the reconciling status and continued to monitor the bank account during the conversion process. Timely reconciliations are now being performed.

- ii. 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 within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

No exceptions noted.

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

No exceptions noted.

4) Collections (excluding electronic funds transfers)

- A. 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 and management's representation that listing is complete.

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

Obtained a listing of collection locations and management's representation that listing is complete.

- i. Employees responsible for cash collections do not share cash drawers/registers;

Employees responsible for cash collections share a cash drawer.

Management's response: The Clerk has segregation of duties of the collection process to the extent possible with the limited number of employees involved. Two people balance daily to the reports and receipts.

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

No exceptions noted.

- iii. 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; and

No exceptions noted.

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not responsible for collecting cash, unless another employee verifies the reconciliation.

No exceptions noted.

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

No exceptions noted.

D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *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:

- i. Observe that receipts are sequentially pre-numbered.

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

- iv. 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 and the cash is stored securely in a locked safe or drawer).

No exceptions noted.

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

No exceptions noted.

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

- A. 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 listing of locations that process payments and management's representation that listing is complete.

- B. For each location selected under procedure #5A 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, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

No exceptions noted.

- ii. At least two employees are involved in processing and approving payments to vendors;

No exceptions noted.

- iii. 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;

No exceptions noted.

- iv. 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; and

No exceptions noted.

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

No exceptions noted.

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

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

No exceptions noted.

- ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

No exceptions noted.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

No exception noted.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

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

No exceptions noted.

- B. Using the listing prepared by management, randomly select 5 cards (or all 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:

- i. Observe whether 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) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

No exceptions noted.

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

No exceptions noted.

- C. Using the monthly statements or combined statements selected under procedure #7B 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 (e.g., each card should have 10 transactions subject to inspection). 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). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

No exceptions noted.

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

- A. 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 and 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:

Obtained listing of travel and related expense reimbursements and management's representation that listing is complete.

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);

No exceptions noted.

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

No exceptions noted.

- iii. 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 Policies and Procedures procedure #1A(vii); and

No exceptions noted.

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

No exceptions noted.

8) Contracts

- A. 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 listing of contracts initiated or renewed during the fiscal period and management's representation that listing is complete.

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

Not applicable.

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

No exceptions noted.

- iii. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

No exceptions noted.

- iv. 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.

No exceptions noted.

9) Payroll and Personnel

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

Obtained listing of employees and officials employed during the fiscal period and management's representation that the listing is complete.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

No exceptions noted.

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

No exceptions noted.

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

No exceptions noted.

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

No exceptions noted.

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

No termination payments for the fiscal year.

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

No exceptions noted.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and

- i. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

No exceptions noted.

- ii. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

No exceptions noted.

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

No exceptions noted.

11) Debt Service

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Not applicable.

- B. 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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Not applicable.

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

Management asserted that the entity did not have any misappropriations of public funds or assets.

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

No exceptions noted.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

We performed the procedure and discussed the results with management.

- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

We performed the procedure and discussed the results with management.

- iii. Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Not applicable.

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
 - i. Hired before June 9, 2020 – completed the training; and
 - ii. Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

No exceptions noted.

14) Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

No exceptions noted.

- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

No exceptions noted.

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- i. Number and percentage of public servants in the agency who have completed the training requirements;

No exceptions noted.

- ii. Number of sexual harassment complaints received by the agency;

No exceptions noted.

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

No exceptions noted.

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

No exceptions noted.

- v. Amount of time it took to resolve each complaint.

No exceptions noted.

We were engaged by Ascension Parish Clerk of Court Office to perform this agreed-upon procedures engagement and conducted our engagement 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 engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C 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.

We are required to be independent of Ascension Parish Clerk of Court Office and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Diez, Dwyer & Ruiz

Gonzales, Louisiana
December 27, 2024