

VERMILION PARISH CLERK OF COURT

Abbeville, Louisiana

Financial Report

Year Ended June 30, 2023

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INDEPENDENT AUDITOR'S REPORT

The Honorable Diane Meaux Broussard
Vermilion Parish Clerk of Court
Abbeville, Louisiana

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, major fund, and the fiduciary funds of the Vermilion Parish Clerk of Court, a component unit of the Vermilion Parish Police Jury, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Clerk of Court's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Vermilion Parish Clerk of Court, as of June 30, 2023, 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Vermilion Parish Clerk of Court and 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 these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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 Vermilion Parish Clerk of Court'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.

Auditor's 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 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, 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 Vermilion Parish Clerk of Court'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 Vermilion Parish Clerk of Court'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.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedule of funding progress for the budgetary comparison schedule, the schedule of changes in the total OPEB liability and related ratios, the schedule of proportionate share of net pension liability, and the schedule of contributions on pages 40 through 43 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management’s discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Vermilion Parish Clerk of Court’s basic financial statements. The combining statements of fiduciary fund assets and liabilities, and changes therein, and the schedule of justice system funding – collecting disbursing entity are presented for purposes of additional analysis and are not a required part of the basic financial statements

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2022, on our consideration of the Vermilion Parish Clerk of Court’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Vermilion Parish Clerk of Court’s internal control over financial reporting and compliance.

Darnall, Sikes & Frederick

A Corporation of Certified Public Accountants

Abbeville, Louisiana

December 21, 2023

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Statement of Net Position
June 30, 2023

	<u>Governmental Activities</u>
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 291,803
Accounts receivable	44,057
Due from other governments	8,551
Prepaid expenditures	44,653
Capital assets, net of depreciation	<u>62,594</u>
Total assets	<u>451,658</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources related to OPEB	119,121
Deferred outflows of resources related to pensions	<u>1,025,559</u>
Total Deferred Outflows of Resources	<u>1,144,680</u>
LIABILITIES	
Current liabilities:	
Accounts payable	7,037
Other accrued liabilities	36,135
Long term liabilities:	
Compensated absences	40,660
OPEB obligations	1,753,065
Net pension liability	<u>2,555,852</u>
Total liabilities	<u>4,392,749</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows of resources related to OPEB	977,062
Deferred inflows of resources related to pensions	<u>-</u>
Total Deferred Inflows of Resources	<u>977,062</u>
NET POSITION	
Invested in capital assets, net of related debt	62,594
Unrestricted (deficit)	<u>(3,836,067)</u>
Total net position (deficit)	<u>\$ (3,773,473)</u>

The accompanying notes are an integral part of this statement.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Statement of Activities
Year Ended June 30, 2023

Activities	Expenses	Program Revenues			Net (Expense) Revenues and Changes in Net Assets Total Governmental Activities
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
General government	\$ 2,575,810	\$ 2,245,762	\$ 29,736	\$ -	\$ (300,312)
Total primary government	<u>\$ 2,575,810</u>	<u>\$ 2,245,762</u>	<u>\$ 29,736</u>	<u>\$ -</u>	<u>(300,312)</u>
		General revenues:			
					4,193
					25,700
					49,000
					<u>127,649</u>
					<u>206,542</u>
					(93,770)
					<u>(3,679,703)</u>
					<u>\$ (3,773,473)</u>

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS (FFS)

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Balance Sheet – Governmental Fund
June 30, 2023

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 291,803
Receivables, net	44,057
Prepaid expenditures	44,653
Due from other governments	<u>8,551</u>
Total assets	<u>\$ 389,064</u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ 7,037
Other accrued liabilities	<u>36,135</u>
Total liabilities	<u>43,172</u>
Fund balances:	
Nonspendable	
Prepaid expenditures	44,653
Unassigned	<u>301,239</u>
Total fund balances	<u>345,892</u>
Total liabilities and fund balances	<u>\$ 389,064</u>

The accompanying notes are an integral part of this statement.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Position
June 30, 2023

Total fund balances for the governmental fund at June 30, 2023		\$ 345,892
Cost of capital assets at June 30, 2023	\$ 910,835	
Less: accumulated depreciation	<u>(848,241)</u>	62,594
Long-term liabilities at June 30, 2023 -		
Compensated absences	(40,660)	
Net pension liability	(2,555,852)	
OPEB obligation	<u>(1,753,065)</u>	(4,349,577)
Deferred outflows and inflows of resources at June 30, 2023:		
Deferred outflows of resources related to pensions	1,025,559	
Deferred outflows of resources related to OPEB	119,121	
Deferred inflows of resources related to OPEB	(977,062)	
Deferred inflows of resources related to pensions	<u>-</u>	167,618
Total net position (deficit) of governmental activities at June 30, 2023		<u><u>\$ (3,773,473)</u></u>

The accompanying notes are an integral part of this statement.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances –
Governmental Fund
Year Ended June 30, 2023

	General Fund
Revenues:	
Licenses and permits	\$ 39,985
Fees, charges and commissions -	
Court costs, fees and charges	482,457
Fees for recording legal documents	1,707,290
Fees for certified copies	15,920
Intergovernmental	78,736
Miscellaneous	30,003
Total revenues	2,354,391
Expenditures:	
Current -	
General government -	
Salaries	1,177,151
Employee benefits	752,298
Insurance	12,647
Operation and maintenance	237,486
Vehicle	24,300
Professional services	53,132
Miscellaneous	125,102
Police jury expenditures	45,341
Capital outlay	25,104
Total expenditures	2,452,561
Excess (deficiency) of revenues and other financial sources over expenditures	(98,170)
Fund balances, beginning of year	444,062
Fund balances, end of year	\$ 345,892

The accompanying notes are an integral part of this statement.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of Governmental Fund
to the Statement of Activities
Year Ended June 30, 2023

Total net change in fund balances per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ (98,170)
Capital outlay costs which are reported as expenditures in the Statement of Revenues, Expenditures, and Change in Fund Balances	25,104
Decrease in liability for compensated absences	(231)
Depreciation expense is not recognized as an expenditure in the governmental fund	(22,616)
Certain items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures of governmental funds.	
Change in OPEB expense and related deferrals	314,762
Some revenues reported in the statement of activities do not provide current financial resources in governmental funds:	
Non employer pension contributions	127,649
Governmental funds report pension contributions as expenditures, however, in the statement of activities, the cost of pension benefits earned net of employee contributions is reported as pension expense.	
Pension contributions subsequent to the measurement date	251,957
Amortization of excess contributions during the measurement period	562
Cost of benefits net of employee contributions	<u>(692,787)</u>
Total change in net position per Statement of Activities	<u>\$ (93,770)</u>

The accompanying notes are an integral part of this statement.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Statement of Fiduciary Net Position
June 30, 2023

	<u>Custodial Funds</u>
ASSETS	
Cash	<u>\$ 3,965,033</u>
NET POSITION	
Fiduciary net position - held for others	<u>\$ 3,965,033</u>

The accompanying notes are an integral part of this statement.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Statement of Changes in Fiduciary Net Position
June 30, 2023

Additions.	
Suits and successions	\$ 942,212
Judgements	45,971
Interest	<u>2,386</u>
Total additions	<u>990,569</u>
Reductions.	
Refunds to litigants	1,431,283
Sheriff fees	97,988
Other	<u>106,492</u>
Total reductions	<u>1,635,763</u>
Net change in fiduciary net position	(645,194)
Net position - beginning	<u>4,610,227</u>
Net position - ending	<u>\$ 3,965,033</u>

The accompanying notes are an integral part of this statement

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, a 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.

Financial Reporting Entity

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

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

Appointing a voting majority of an organization's governing body, and

The ability of the Police Jury to impose its will on that organization and/or

The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Police Jury.

Organizations for which the Police Jury does not appoint a voting majority but are fiscally dependent on the Police Jury.

Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Police Jury provides the Vermilion Parish Clerk of Court (Clerk) with office space, operational expenditures and certain capital purchases, the Clerk was determined to be a component unit of the Vermilion Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Clerk and do not present information on the Police Jury, the general government services provided by that governmental unit, or other governmental units that comprise the financial reporting entity.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation

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

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Clerk as a whole. These statements include all the financial activities of the Clerk. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

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

Fund Financial Statements (FFS)

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. The various funds of the Clerk are classified into two categories: governmental and fiduciary. Since the resources in the fiduciary funds cannot be used for Clerk operations, they are not included in the government-wide statements. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or its total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds. The General Fund of the Clerk is considered to be a major fund. The funds of the Clerk are described as follows:

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Governmental Fund –

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

Fiduciary Funds –

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of other funds within the Clerk of Court. The funds accounted for in this category by the Clerk are the custodial funds. The custodial funds are as follows:

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

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

Measurement Focus Basis of Accounting

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

Measurement Focus

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

- a. The governmental fund utilizes a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- b. The government-wide financial statements utilize an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery), and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net position.

Basis of Accounting

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

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

Assets, Liabilities, and Equity

Cash and interest-bearing deposits

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

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

The clerk considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments

Investments are limited by Louisiana Revised Statute (R.S.) 33.2955 and the clerk's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 or fewer days, they are classified as cash equivalents.

Capital assets

Capital assets, which include property, plant, and equipment, are reported in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their estimated fair market value at the date of donation. The Clerk maintains a threshold level of \$1,000 for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. Depreciation is provided using the straight-line method of depreciation over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Office equipment	5-10
Computer and microfilm equipment	5-10

Compensated absences

Employees of the Clerk of Court's office earn 5 to 20 days of leave each year depending on length of service. Such leave is to be used for vacation, sickness, or emergencies. Employees are allowed to carryover a maximum of 15 days of unused leave to the following year.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net Position in the Government-wide Financial Statements

In the government-wide Statement of Net Position, the Net Position amounts are classified and displayed in three components:

- Invested in capital assets – This component consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets.
- Restricted net position – This component consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – This component consists of all other net assets that do not meet the definition of “restricted” or “invested in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Clerk’s policy to use restricted resources first to finance its activities.

Fund Equity – Fund Financial Statements

Governmental fund equity is classified as fund balance. GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions* provides clearly defined fund balance categories to make the nature and extent of the constraints placed on a government’s fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures as being nonspendable as this item is not expected to be converted to cash.
- Restricted: This classification includes amounts for which constraints have been placed on the use of resources are either:
 - Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
 - Imposed by law through constitutional provisions or enabling legislation.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- Committed: This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Vermilion Parish Clerk of Court, which is the entity's highest level of decision-making authority. These amounts cannot be used for any other purposes unless the Clerk removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Clerk did not have any committed resources as of year end.
- Assigned: This classification includes amounts that are constrained by the Vermilion Parish Clerk of Court's intent to be used for a specific purpose but are neither restricted nor committed. This intent should be expressed by the Vermilion Parish Clerk of Court. The Clerk did not have any assigned resources as of year end.
- Unassigned: This classification is the residual fund balance of the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

When fund balance resources are available for a specific purpose in multiple classifications, the Vermilion Parish Clerk of Court will generally use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed. However, the Vermilion Parish Clerk of Court reserves the right to selectively spend unassigned resources first and to defer the use of the other classified funds

Revenues, Expenditures and Expenses

Operating revenues and expenses

Operating revenues and expenses are those that result from providing services and producing and delivering goods and or services. Revenues and fees, charges and commissions for services are recorded when the Clerk is entitled to the funds.

Interest on interest-bearing deposits is recorded or accrued as revenue when earned. Substantially all other revenues are recorded when received.

Expenditures Expenses

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

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budgetary and Budgetary Accounting

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

The following procedures apply to establishing the budgetary data reflected in the financial statements:

1. A proposed budget is prepared and submitted to the Clerk of Court for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.

Bad Debts

All receivables are reported at their gross value and where appropriate are reduced by the estimated portion that is expected to be uncollectible.

Estimates

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

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Change in Accounting Principle

In June 2017, the Governmental Accounting Standards Board (GASB) issued statement No. 87, *Leases*. This statement required recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the foundational principle that leases are financings of the right to use an underlying asset. The provisions of GASB Statement No. 87 have been implemented by the Vermilion Parish Clerk of Court during 2023.

The adoption of GASB Statement No. 87 did not result in the recognition of right-of-use assets or operating lease liabilities due to the absence of lease contracts of material significance with the Clerk of Court.

NOTE 2 CASH AND INTEREST-BEARING DEPOSITS

Under state law, the Clerk may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The Clerk may invest in United States bonds, treasury notes, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2023, the Clerk of Court has cash and cash equivalents (book balances) totaling \$4,256,836 as follows:

	Governmental Fund Type	Fiduciary Fund Type	Total
Cash and demand deposits	\$ 290,884	\$ -	\$ 290,884
Money market and savings accounts	919	3,965,033	3,965,952
	\$ 291,803	\$ 3,965,033	\$ 4,256,836

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. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 2 CASH AND INTEREST-BEARING DEPOSITS (Continued)

The following is a summary of deposit balances (bank balances) at June 30, 2023, and the related federal insurance and pledged securities:

Bank balances	\$ 4,912,680
Federal insurance	1,188,823
Pledged securities (Category 3)	<u>5,862,367</u>
Excess of pledged securities and federal insurance	<u>\$ 2,138,510</u>

Pledged securities in Category 3 include uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Clerk of Court's name. Even though the pledged securities are considered uncollateralized (Category 3) Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand

NOTE 3 CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2023 was as follows:

	Balance June 30, 2022	Additions	Deletions	Balance June 30, 2023
Governmental activities:				
Computer equipment	\$ 586,071	\$ -	\$ -	\$ 586,071
Office equipment	214,201	25,104	(11,006)	228,299
Microfilm equipment	<u>96,465</u>	<u>-</u>	<u>-</u>	<u>96,465</u>
Total	<u>896,737</u>	<u>25,104</u>	<u>(11,006)</u>	<u>910,835</u>
Less: accumulated depreciation				
Computer equipment	543,415	22,302	-	565,717
Office equipment	196,751	314	(11,006)	186,059
Microfilm equipment	<u>96,465</u>	<u>-</u>	<u>-</u>	<u>96,465</u>
Total	<u>836,631</u>	<u>22,616</u>	<u>(11,006)</u>	<u>848,241</u>
Net capital assets	<u>\$ 60,106</u>	<u>\$ 2,488</u>	<u>\$ -</u>	<u>\$ 62,594</u>

Depreciation expense of \$22,616 was charged to the general government function.

Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 4 CHANGES IN GENERAL LONG-TERM LIABILITIES

	Balances at June 30, 2022	Additions	Reductions	Balances at June 30, 2023
Compensated absences	\$ 40,429	\$ 40,660	\$ 40,429	\$ 40,660
Other postemployment benefits	1,896,335	-	143,270	1,753,065
Net pension liability	<u>1,486,548</u>	<u>1,069,304</u>	<u>-</u>	<u>2,555,852</u>
Total	<u>\$ 4,585,993</u>	<u>\$ 1,109,964</u>	<u>\$ 183,699</u>	<u>\$ 5,512,258</u>

NOTE 5 DEFERRED COMPENSATION PLAN

Certain employees of Vermilion Parish Clerk of Court participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

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VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 6 PENSION PLAN

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

Plan Description

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

The Fund was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. title 11:1501 for eligible employees of the clerk of the supreme court, each of the district courts, each of the courts of appeal, each of the city and traffic courts in cities having a population in excess of four hundred thousand at the time of entrance into the Fund, the Louisiana Clerks' of Court Association, the Louisiana Clerks of Court Insurance Fund, and the employees of the Fund. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

Retirement Benefits

The Fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks' of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

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

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 6 PENSION PLAN (Continued)

Additionally, Act 273 of the 2010 regular session increased a member's retirement to age 60 with an accrual rate of 3% for all members hired on or after January 1, 2011.

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

Disability Benefits

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

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

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

A member is eligible to receive disability retirement benefits from the Fund if he or she is certified to be totally and permanently disabled pursuant to R.S. 11.218 and one of the following applies:

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

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 6 PENSION PLAN (Continued)

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

- a Forty percent of their monthly average final compensation.
- b Seventy-five percent of their monthly regular retirement benefit computed pursuant to R.S. 11.1521(c).

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

Survivor Benefits

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

In lieu of a deferred survivor benefit, the surviving spouse may elect benefits payable immediately with benefits reduced $\frac{1}{4}$ of 1% of each month by which payments commence in advance of member's earliest normal retirement age. If a member has not surviving spouse, the surviving minor children under 18 or disabled children shall be paid $\frac{1}{2}$ of the member's accrued retirement benefit 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.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 6 PENSION PLAN (Continued)

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

Upon termination of employment at the end of the specified period of participation, a participant in the program may receive, at his option, a lump sum payment from the Fund. If employment is not terminated at the end of the participation period, payments in to the account cease and the member resumes active contributing membership in the Fund. Upon termination, the member receives a lump sum payment from the DROP fund equal to the payments made to that fund on his behalf, or a true annuity based on his account (subject to approval by the Board of Trustees). The monthly benefit payments that were being paid into the DROP fund are paid to the retiree and an additional benefit based on his additional service rendered since termination of DROP participation is calculated using the normal method of benefit computation.

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

Cost of Living Adjustments

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

In lieu of granting a cost of living increase as described above, Louisiana statutes allow the board to grant a cost of living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied buy by the cost of living amount which cannot exceed \$1. In order to grant any cost of living increase, the ratio of the actuarial value of assets to the pension benefit obligation must equal or exceed a statutory target ratio.

Employer Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2023, the actual employer contributions rate was 22.25%.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 6 PENSION PLAN (Continued)

In accordance with state statute, the Fund receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Schedule of Employer Allocations

The schedule of employer allocations reports the required projected employer contributions in addition to the employer allocation percentage. The required employer contributions are used to determine the proportionate relationship of each employer to all employers of Louisiana Clerks' of Court Retirement and Relief Fund. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on each employer's contribution to the Fund during the fiscal year ended June 30, 2023 as compared to the total of all employers' contributions received by the Fund during the fiscal year ended June 30, 2023.

Schedule of Pension Amounts by Employer

The schedule of pension amounts by employer displays each employer's allocation of the net pension liability. The schedule of pension amounts by employer was prepared using the allocations included in the schedule of employer allocation.

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

At June 30, 2023, the Clerk reported a liability of \$2,555,852 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's proportion of the net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2022, the Clerk's proportion was 1.054497%, which was a decrease of 0.063008% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the Clerk recognized pension expense of \$499,332. The Clerk recognized revenue of \$127,649 as its proportionate share of non-employer contributions for the year ended June 30, 2023.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 6 PENSION PLAN (Continued)

At June 30, 2023, 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
Difference between expected and actual experience	\$ 1,000	\$ -
Change in assumptions	187,557	-
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	38,232	-
Net differences between projected and actual earnings on plan investments	546,813	-
Contributions subsequent to the measurement date	251,957	-
	\$ 1,025,559	\$ -

Deferred outflows of resources of \$251,957 related to pensions resulting from the Clerk's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the plan year ended June 30, 2023.

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

Year Ended June 30,	
2023	\$ 267,178
2024	207,815
2025	53,944
2026	244,665
	\$ 773,602

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 6 PENSION PLAN (Continued)

Actuarial Methods and Assumptions

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

Valuation date	June 30, 2023
Salary increases (merit only)	1-5 years of service - 6.2% 5 years of service - 5.0%
Investment rate of return	6.55%
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	5 years
Cost of living adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and included previously granted cost of living increases. The present values do not include provisions for potential future increases no year authorized by the Board of Trustees as they were deemed not to be substantially automatic

The mortality rate assumption used was verified by combining data from this plan with three other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2004 through June 30, 2009. 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 generational mortality tables used.

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 PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 6 PENSION PLAN (Continued)

Sensitivity to Changes in Discount Rate

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.55%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 5.55% or one percentage point higher 7.55% Than the current rate

	1% Decrease 5.55%	Current Discount Rate 6.55%	1% Increase 7.55%
Net Pension Liabilities	\$ 3,648,131	\$ 2,555,852	\$ 1,635,595

Change in Net Pension Liability

The changes in the net pension liability for the year ended June 30, 2022 were recognized in the current reporting period as pension expense except as follows:

Differences between Expected and Actual Experience – Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual experience resulted in a deferred outflow of resources in the amount of \$1,000 for the plan year ended June 30, 2022.

Differences between Projected and Actual Investment Earning – Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five year period. The difference between projected and actual investment earnings resulted in a deferred outflow of resources in the amount of \$546,813 for the plan year ended June 30, 2022.

Changes of Assumptions or Other Inputs – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. Changes of assumptions or other inputs resulted in a deferred outflow of resources in the amount of \$187,557 for the plan year ended June 30, 2022.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 6 PENSION PLAN (Continued)

Change in Proportion – Changes in the employer’s proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer’s pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. Changes in proportion resulted in a net deferred outflow of resources in the amount of \$38,232 for the year ended June 30, 2022.

Contributions-Proportionate Share

Differences between contributions remitted to the Fund and the employer’s proportionate share are recognized in pension expense (benefit) using the straight line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the Fund and contributions reported by the participating employer.

NOTE 7 CHANGES IN BALANCES - AGENCY FUNDS

	Advanced Deposit Fund	Registry of Court Fund	Totals
Balance, beginning of year	\$ 1,834,010	\$ 2,776,217	\$ 4,610,227
Additions	942,212	48,357	990,569
Reductions	(1,025,418)	(610,345)	(1,635,763)
Balance, end of year	\$ 1,750,804	\$ 2,214,229	\$ 3,965,033

NOTE 8 EXPENDITURES PAID BY THE VERMILION PARISH POLICE JURY

Certain operating expenditures of the Clerk’s office are paid by the Vermilion Parish Police Jury and are included in the accompanying financial statements. These expenditures are summarized as follows:

Equipment maintenance and software	<u>\$ 45,341</u>
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VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 9 POST EMPLOYMENT BENEFITS

Plan Description – The Clerk’s defined benefit postemployment health care plan provides OPEB to eligible retired employees and their beneficiaries. The plan provides OPEB for permanent full-time employees of the Clerk. The Clerk’s OPEB is a single employer defined benefit OPEB plan administered by the Clerk. Benefits are provided through the Louisiana Clerk of Court Insurance Trust (“LCCIT”), a multiple-employer healthcare plan administered by the Louisiana Clerk 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 departments. The benefit terms provide for payment of 65% of retiree and dependent pre-Medicare health, Medicare Supplement, vision, dental and life insurance premiums.

Employees covered by benefit terms: At January 1, 2022, date of the actuarial valuation, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefits payments	19
Inactive employees entitled to but not yet receiving benefit payment:	0
Active employees	26
Total	45

Total OPEB Liability

The Clerk’s total OPEB liability of \$1,753,063 was measured as of June 30, 2023 and was determined by an actuarial valuation as of January 1, 2022.

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:	3.86%	
Health Care Cost Trend Rates		-0.03% for 2022, 6.25% for 2023, decreasing 0.25% per year to an ultimate rate of 5.0% for 2028 and later years.
Medical:		-11.63% for 2022, 4.25% for 2023, decreasing 0.25% to an ultimate rate of 3.0% for 2028 and later years. Includes 2% per year for aging.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 9 POST EMPLOYMENT BENEFITS (Continued)

Medicare Supplement:	
Dental:	3.0% annual trend
Vision:	2.5% annual trend

Retirees' Share of Benefit-Related Costs:

Medical:	35% for retirees and 35% for dependents.
Medicare Supplement:	35% for retirees and 35% for dependents.
Dental:	35% for retirees and 35% for dependents.
Vision:	35% for retirees and 35% for dependents.
Basic Life Insurance:	35% for retirees and 35% for dependents.

The discount rate was based on the 6/30/2022 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 Annuitant mortality table, Generational with Projection Scale MP-2021 for males or females, as appropriate.

The actuarial assumptions used in the June 30, 2022 valuation were based on those used in the Louisiana Clerks of Court Retirement and Relief Fund valuation and actuarial experience.

Changes in the Total OPEB Liability

Balance at 6/30/2022	\$ 1,896,333
Changes for the year:	
Service cost	44,859
Interest	70,031
Differences between expected and actual experience	7,840
Changes in assumptions/Inputs	(179,332)
Benefit payments	<u>(86,668)</u>
Net changes	<u>(143,270)</u>
Balance at 6/30/2023	<u><u>\$ 1,753,063</u></u>

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 9 POST EMPLOYMENT BENEFITS (Continued)

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 2.86 percent or 1-percentage-point higher 4.86 percent than the current discount rate:

	1% Decrease 2.86%	Discount Rate 3.86%	1% Increase 4.86%
Total OPEB liability	<u>\$ 1,993,195</u>	<u>\$ 1,753,063</u>	<u>\$ 1,496,668</u>

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

	1% Decrease	Trend Rate	1% Increase
Total OPEB liability	<u>\$ 1,630,813</u>	<u>\$ 1,753,063</u>	<u>\$ 1,905,997</u>

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

For the year ended June 30, 2023, the Clerk recognized an OPEB expense of \$35,694. At June 30, 2023, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 8,293	\$ 139,231
Changes of assumptions or other inputs	<u>110,828</u>	<u>837,831</u>
Total	<u>\$ 119,121</u>	<u>\$ 977,062</u>

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

Year Ended June 30:	
2024	(150,584)
2025	(156,790)
2026	(156,790)
2027	(156,790)
2028	(156,790)
Thereafter	<u>(80,137)</u>
	<u><u>\$ (857,881)</u></u>

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Basic Financial Statements

NOTE 10 RISK MANAGEMENT

The Clerk is exposed to risks of loss in the areas of auto liability, professional liability, and workers compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year.

NOTE 11 COMPENSATION, BENEFITS AND OTHER PAYMENTS TO CLERK OF COURT

A detail of compensation, benefits, and other payments made to Clerk of Court Diane Meaux Broussard for the year ended June 30, 2022 follows:

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 163,311
Benefits - insurance	16,619
Benefits - retirement	49,812
Benefits - deferred comp.	7,200
Auto allowance	24,300
Conference travel and other expenses	7,853
Total	<u>\$ 269,095</u>

NOTE 14 SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 21, 2023, the date the financial statements were available to be issued. There were no events that required disclosure.

REQUIRED SUPPLEMENTARY INFORMATION

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Budgetary Comparison Schedule
General Fund
Year Ended June 30, 2023

	Budget		Actual Amounts	Variance With Final Budget Positive or (Negative)
	Original	Final		
Revenues:				
Licenses and permits	\$ 25,000	\$ 25,000	\$ 39,985	\$ 14,985
Fees, charges and commissions -				
Court costs, fees and charges	366,300	406,300	482,457	76,157
Fees for recording legal documents	1,752,000	1,752,000	1,707,290	(44,710)
Fees for certified copies	15,000	15,000	15,920	920
Intergovernmental	79,000	79,000	78,736	(264)
Miscellaneous	<u>27,500</u>	<u>27,500</u>	<u>30,003</u>	<u>2,503</u>
Total revenues	<u>2,264,800</u>	<u>2,304,800</u>	<u>2,354,391</u>	<u>49,591</u>
Expenditures:				
Current -				
General government -				
Salaries	1,180,000	1,180,000	1,177,151	2,849
Employee benefits	750,000	750,000	752,298	(2,298)
Insurance	15,000	15,000	12,647	2,353
Operation and maintenance	279,500	279,500	237,486	42,014
Vehicle	25,000	25,000	24,300	700
Professional services	71,000	71,000	53,132	17,868
Miscellaneous	99,500	99,500	125,102	(25,602)
Police jury expenditures	49,000	49,000	45,341	3,659
Capital outlay	<u>5,000</u>	<u>5,000</u>	<u>25,104</u>	<u>(20,104)</u>
Total expenditures	<u>2,474,000</u>	<u>2,474,000</u>	<u>2,452,561</u>	<u>21,439</u>
Excess (deficiency) of revenues over expenditures	<u>(209,200)</u>	<u>(169,200)</u>	<u>(98,170)</u>	<u>71,030</u>
Fund balance, beginning of year	<u>444,062</u>	<u>444,062</u>	<u>444,062</u>	<u>-</u>
Fund balance, end of year	<u>\$ 234,862</u>	<u>\$ 274,862</u>	<u>\$ 345,892</u>	<u>\$ 71,030</u>

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Schedule of Changes in the Total OPEB Liability and Related Ratios
Year Ended June 30, 2023

	2018	2019	2020	2021	2022	2023
Total OPEB Liability						
Service Cost	\$ 53,839	53,293	52,476	65,507	46,736	44,859
Interest	101,544	89,026	92,096	54,147	44,882	70,031
Changes of benefit terms	-	-	-	-	-	-
Differences between expected and actual experience	(15,141)	(221,483)	(180,278)	1,612	754	7,840
Changes in assumptions or other inputs	-	271,700	(628,861)	104,871	(446,334)	(179,332)
Benefit payments	(96,605)	(104,378)	(82,923)	(78,584)	(81,104)	(86,668)
Net Change in Total OPEB Liability	\$ 43,637	\$ 88,158	\$ (747,490)	\$ 147,553	\$ (435,066)	\$ (143,270)
Total OPEB Liability - beginning	\$ 2,799,543	\$ 2,843,180	\$ 2,931,338	\$ 2,183,848	\$ 2,331,401	\$ 1,896,333
Total OPEB Liability - ending	\$ 2,843,180	\$ 2,931,338	\$ 2,183,848	\$ 2,331,401	\$ 1,896,335	\$ 1,753,063
Covered Employee Payroll	\$ 886,262	\$ 912,850	\$ 939,824	\$ 968,019	\$ 997,060	\$ 1,046,913
Total OPEB Liability as a percentage of covered employee payroll	320.81%	321.12%	232.37%	240.84%	190.19%	167.45%

Notes to Schedule:

Changes of Benefit Terms:

None

Changes of Assumptions:

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

2018	3.62%
2019	3.13%
2020	2.45%
2021	1.92%
2022	3.69%
2023	3.86%

Mortality Rates

2018	RPH 2014 Employee and Healthy Annuity, Generational with MP-2019
2019	PubG.H-2010 Employee and Healthy Annuity, Generational with MP-2019
2020	PubG.H-2010 Employee and Healthy Annuity, Generational with MP-2019
2021	PubG.H-2010 Employee and Healthy Annuity, Generational with MP-2020
2022-2023	PubG.H-2010 Employee and Healthy Annuity, Generational with MP-2021

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Schedule of Proportionate Share of
Net Pension Liability
Year Ended June 30, 2023

Year Ended June 30	Proportion of the net pension liability	(a) Proportionate share of the net pension liability	(b) Covered employee payroll	(a/b) Share of the net pension liability as a percentage of its covered employee payroll	Plan fiduciary net position as a percentage of the total pension liability
2015	1.093779%	\$ 1,475,357	\$ 1,004,522	146.87%	79.37%
2016	1.109114%	\$ 1,663,706	\$ 990,911	167.90%	78.13%
2017	1.085040%	\$ 2,007,296	\$ 908,911	220.85%	74.17%
2018	1.007500%	\$ 1,524,293	\$ 886,262	171.99%	79.69%
2019	0.968869%	\$ 1,611,520	\$ 965,542	166.90%	79.07%
2020	0.993015%	\$ 1,803,307	\$ 1,015,195	177.63%	77.93%
2021	1.023845%	\$ 2,463,233	\$ 1,129,819	218.02%	72.09%
2022	1.117505%	\$ 1,486,548	\$ 1,079,564	137.70%	85.40%

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

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Schedule of Pension Contributions
Year Ended June 30, 2023

Year Ended June 30	Contractually required contribution	(a) Contributions relative to contractually required contribution	Contribution deficiency (excess)	(b) Covered employee payroll	(a/b) Contributions as a percentage of covered employee payroll
2015	\$ 190,859	\$ 190,859	\$ -	\$ 1,004,522	19.00%
2016	\$ 188,273	\$ 188,273	\$ -	\$ 990,911	19.00%
2017	\$ 172,693	\$ 172,693	\$ -	\$ 908,911	19.00%
2018	\$ 168,390	\$ 168,390	\$ -	\$ 886,262	19.00%
2019	\$ 183,453	\$ 183,453	\$ -	\$ 965,542	19.00%
2020	\$ 192,887	\$ 192,887	\$ -	\$ 1,015,195	19.00%
2021	\$ 237,262	\$ 237,262	\$ -	\$ 1,129,819	21.00%
2022	\$ 240,203	\$ 240,203	\$ -	\$ 1,079,564	22.25%

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

OTHER FINANCIAL INFORMATION

VERMILION PARISH CLERK OF COURT
Schedule of Justice System Funding
Collecting Disbursing Entity
As Required by Act 87 of the 2020 Regular Session
Cash Basis Presentation
Year Ended June 30, 2023

	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Beginning Balance of Amounts Collected	1,980,256	1,978,458
Add: Collections		
Civil Fees	437,497	439,863
Bond Fees	10,000	32,500
Criminal Court Costs/Fees	21,025	22,272
Interest Earnings on Collected Balances	2,558	2,943
Subtotal Collections	471,079	497,578
Less: Disbursements To Governments & Nonprofits:		
<i>Secretary of State Service Fees</i>	2,350	3,300
<i>LA State Treasury-Battered Women's Fund</i>	470	630
<i>Louisiana Supreme Court-Judicial College Fund</i>	274	299
<i>15th JDC Court Administrator-Judicial Expense Fund</i>	7,822	8,385
<i>Third Circuit Court of Appeals-Appeals Fees</i>	1,352	676
<i>LA Clerks of Court Association-Clerk's Supplemental Comp Fund</i>	14,757	15,006
<i>Louisiana State Treasurer-Judge's Supplemental Comp Fund</i>	15,155	17,352
<i>Vermilion Parish Sheriff-Service Fees</i>	21,036	23,926
<i>Acadia Parish Sheriff-Service Fees</i>	1,417	1,645
<i>Avoyelles Parish Sheriff-Service Fees</i>	96	79
<i>Caddo Parish Sheriff-Service Fees</i>	105	94
<i>Calcasieu Parish Sheriff-Service Fees</i>	498	275
<i>Cameron Parish Sheriff-Service Fees</i>	96	95
<i>East Baton Rouge Parish Sheriff-Service Fees</i>	6,932	7,286
<i>Iberia Parish Sheriff-Service Fees</i>	885	1,500
<i>Jefferson Parish Sheriff-Service Fees</i>	450	660
<i>Jefferson Davis Parish Sheriff-Service Fees</i>	329	166
<i>Lafayette Parish Sheriff-Service Fees</i>	9,747	9,465
<i>Orleans Parish Sheriff-Service Fees</i>	570	960
<i>Rapides Parish Sheriff-Service Fees</i>	105	105
<i>St Landry Parish Sheriff-Service Fees</i>	258	588
<i>St Martin Parish Sheriff-Service Fees</i>	357	308

(continued)

VERMILION PARISH CLERK OF COURT
Schedule of Justice System Funding
Collecting/Disbursing Entity (continued)
As Required by Act 87 of the 2020 Regular Session
Cash Basis Presentation
Year Ended June 30, 2023

<i>St. Mary Parish Sheriff-Service Fees</i>	111	143
<i>St. Tammany Parish Sheriff-Service Fees</i>	170	157
<i>Terrebonne Parish Sheriff-Service Fees</i>	88	131
<i>St. Bernard Parish Sheriff-Service Fees</i>	-	33
<i>Iberville Parish Sheriff - Service Fees</i>	57	-
<i>Lafourche Parish Sheriff - Service Fees</i>	93	-
<i>LIVINGSTON Parish Sheriff - Service Fees</i>	23	215
<i>Natchitoches Parish Sheriff - Service Fees</i>	-	-
<i>Pointe Coupee Parish Sheriff - Service Fees</i>	44	-
<i>St. John the Baptist Parish Sheriff - Service Fees</i>	5	-
<i>Vermilion Parish Police Jury - Jury Fees</i>	13,512	13,432
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	274,065	315,143
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil Fee Refunds	87,257	123,516
Bank fees	519	578
Attorney Fees	11,872	13,186
Subtotal Disbursements/Retainage	<u>472,877</u>	<u>559,334</u>
Total: Ending Balance of Amounts Collected but not Disbursed/Retained	<u>1,978,458</u>	<u>1,916,703</u>

See accompanying independent auditor's report.

**COMPLIANCE
AND
INTERNAL CONTROL**



Independent Auditor's Report on Internal Control Over Financial
Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements
Performed in Accordance with
Government Auditing Standards

The Honorable Diane Meaux Broussard
Vermilion Parish Clerk of Court
Abbeville, 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, and major fund of the Vermilion Parish Clerk of Court, a component unit of the Vermilion Parish Police Jury, as of and for the year ended June 30, 2023, and the related notes to financial statements, which collectively comprise the Vermilion Parish Clerk of Court's basic financial statements and have issued our report thereon dated December 21, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Vermilion 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 Vermilion 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, we did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2023-01 and 2023-02 that we consider to be a material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Vermilion Parish Clerk of Court's financial statements are free of 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 instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Vermilion Parish Clerk of Court's Response to Findings

The Vermilion Parish Clerk of Court's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The Vermilion Parish Clerk of Court's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

Darnall, Sikes & Frederick

A Corporation of Certified Public Accountants

Abbeville, Louisiana
December 21, 2023

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Schedule of Findings and Responses
Year Ended June 30, 2023

Part I: Summary of Auditor's Results

FINANCIAL STATEMENTS

Auditor's Report – Financial Statements

An unmodified opinion has been issued on Vermilion Parish Clerk of Court financial statements as of and for the year ended June 30, 2023.

Internal Control Deficiencies – Financial Reporting

Material weaknesses in internal control over financial reporting were disclosed during the audit of the financial statements and are reported as findings 2023-01 and 2023-02 in Part II.

Material Noncompliance – Financial Reporting

No instances of noncompliance material to the financial statements were disclosed during the audit of the financial statements.

FEDERAL AWARDS

This section is not applicable for the fiscal year ended June 30, 2023.

Part II: Findings Relating to an Audit in Accordance with *Government Auditing Standard*

2023-01 Reconciliation of Accounts Receivable Subsidiary to the General Ledger

Condition – Our audit procedures relating to accounts receivable revealed an absence of procedures to timely reconcile the accounts receivable subsidiary to the general ledger.

Criteria – Accounts receivable should be reconciled at least monthly to ensure accurate accounting records.

Cause – The factors that contributed to this issue include lack of accounting experience, technical issues with accounting software, and insufficient monitoring of the reconciliation function.

Effect – The failure to reconcile the accounts receivable subsidiary to the general ledger results in inaccurate reporting of financial information and inefficiencies in the audit process.

Recommendation – Management should require that accounting staff perform a monthly reconciliation of the accounts receivable subsidiary to the general ledger.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Schedule of Findings and Responses
Year Ended June 30, 2023

Part II: Findings Relating to an Audit in Accordance with *Government Auditing Standards* (continued)

2023-02 Miscodings

Condition – Transactions and entries recorded and affecting the amounts reported as revenues and expenditures were miscoded and inconsistently recorded as to account and fund.

Criteria – To ensure accurate and timely financial reporting, all transactions and adjustments should be properly coded as to account, fund, and period.

Cause – The audit revealed miscodings and postings affecting various accounts and funds. Incomplete closing procedures in one fund resulted in an untimely submitted working trial balance.

Effect – Inconsistent and erroneous coding could result in misstatement of financial statements, compromised budgeting decisions, and audit inefficiencies.

Recommendation – Diligent and timely monitoring should be performed to ensure that all transactions are captured and properly coded to the respective accounts, funds and period.

Views of Responsible Officials and Planned Corrective Actions – This information is in the separate Summary Schedule of Management's Corrective Action Plan on page 53

Part III: Findings and Questioned Costs Relating to Federal Programs

At June 30, 2023, the Vermilion Parish Clerk of Court did not meet the requirements to have a single audit in accordance with *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; therefore this section is not applicable.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Summary Schedule of Prior Year Audit Findings
Year Ended June 30, 2023

2022-01 Reconciliation of Accounts Receivable Subsidiary to the General Ledger

Finding: Absence of procedures to timely reconcile the accounts receivable subsidiary to the general ledger.

Status: This issue is unresolved.

2022-02 Miscodings

Finding: Absence of procedures to timely reconcile the accounts receivable subsidiary to the general ledger.

Status: This issue is unresolved.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Summary Schedule of Management's Corrective Action Plan
Year Ended June 30, 2023

The following is management's corrective action plan in response to each of the current year findings:

2023-01 Reconciliation of Accounts Receivable Subsidiary to the General Ledger

The Vermilion Parish Clerk of Court will assign personnel to reconcile the accounts receivable subsidiary to the general ledger on a monthly basis.

2023-02 Miscodmgs

The Vermilion Parish Clerk of Court will improve review procedures in order to timely monitor all transactions and ensure that they are properly captured and coded to the respective accounts and funds providing for timely submission of working trial balances to facilitate efficient audit progress.



OTHER LOCATIONS:

Lafayette Morgan City Abbeville

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Governing Board of Vermilion Parish Clerk of Court (the entity) 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, 2022 through June 30, 2023. The entity's management is responsible for those C/C areas identified in the SAUPs.

The entity 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, 2022 through June 30, 2023. 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 the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
Written policies and procedures were obtained and do 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 do address the functions noted above.
 - iii. ***Disbursements***, including processing, reviewing, and approving.
Written policies and procedures were obtained and do 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 do address the functions noted above

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

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

- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

Written policies and procedures were obtained and do address the functions noted above with the exception of (3) documentation requirements and (4) required approvers of statements.

- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a 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 do address the functions noted above with the exception of (2) actions to be taken if an ethics violation takes place and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy

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

Written policies and procedures were obtained and do not address the functions noted above.

- 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 do not 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 do address the functions noted above with the exception of (2) annual employee training and (3) annual reporting.

2) Board or Finance Committee

This section is not applicable. The entity is governed by a single elected official.

- 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
 - 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.
 - ii. For those entities reporting on the governmental accounting model, observe whether 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. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - 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.
 - 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.

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:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date.
 - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Bank reconciliations include evidence that a member of management who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.

- 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.

Reconciling items that have been outstanding for more than 12 months from the statement closing date were noted and did not include documentation that management has researched those reconciling items

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 for the fiscal period, and management provided representation that the listing is complete. Selected all deposit sites as there were less than 5.

- 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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

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

Employees responsible for cash collections do not share cash drawers registers

- 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:

Employees responsible for collecting cash are not responsible for preparing/making bank deposits.

- iii. Each employee responsible for collecting cash is not also 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

Employees responsible for collecting cash are not responsible for posting collection entries to the general ledger.

- 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 also responsible for collecting cash, unless another employee official verifies the reconciliation.

Employees responsible for reconciling cash collections to the general ledger are not responsible for collecting cash.

- 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.

Employees who have access to cash are not covered by a bond or insurance policy for theft

- 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). *Alternatively, 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.
Observed that receipts are sequentially pre-numbered.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
Traced supporting documentation to the deposit slips noting no exceptions.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
Traced the deposit slip totals to the actual deposit per the bank statement noting no exceptions.
 - 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).
Observed that the deposits were made within one business day of receipt at the collection location.
 - v. Trace the actual deposit per the bank statement to the general ledger.
Traced the actual deposits per the bank statement to the general ledger noting no exceptions.

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 a listing of locations that process payments for the fiscal period, and management provided representation that the listing is complete. Selected all locations that process payments as there were less than 5.
- 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 or making the purchase;
Observed written policies and procedures and observed that job duties are properly segregated regarding the functions noted above.
 - ii. At least two employees are involved in processing and approving payments to vendors;
Observed written policies and procedures and observed that job duties are properly segregated regarding the functions noted above.

- 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:
Observed written policies and procedures and observed that job duties are properly segregated regarding the functions noted above.
 - 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
Observed written policies and procedures and observed that job duties are properly segregated regarding the functions noted above.
 - 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.
Not applicable as the only electronic disbursement of funds the entity makes are non-payroll-related electronic disbursements.
- 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
Observed that the disbursements matched the related original itemized invoice and that supporting documentation indicates that deliverables on the invoice were received by the entity.
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
Observed that the disbursement documentation included evidence of segregation of duties tested.
- 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.
Not applicable as the only electronic disbursement of funds the entity makes are non-payroll-related electronic disbursements.

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.

Obtained from management a listing of all active cards for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards, and management provided representation that the listing is complete.

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

- 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

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

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

Observed that there were no finance charges or late fees assessed on the selected statements.

- 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 observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Observed that all transactions were supported by an original itemized receipt that identifies precisely what was purchased. Observed that all transactions tested were supported by written documentation of the business/public purpose. There were no meal charges tested.

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

- 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);

Observed that per diem rates exceed those established by the US General Services Administration, however it is within the Clerk of Court's procedures that an allowance is made for reimbursement expenses for amounts that the Clerk of Court considers to be just and reasonable.

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased:
All reimbursements tested were transactions reimbursed using a per diem, and not actual costs.
- 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
Observed that each reimbursement is supported by documentation of the business/public purpose and other documentation required by written policy.
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
Observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

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. *Alternatively, 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
 - 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;
Observed that the contracts were not required to be bid in accordance with Louisiana Public Bid Law.
 - 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),
Observed that contracts were approved by the governing body.
 - 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
There were no contracts amended.
 - 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.
Randomly selected one payment from each of the contracts, and observed that the invoice and payment agreed to the terms and conditions of the contract.

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 a listing of employees and officials employed during the fiscal period, and management provided representation that the listing is complete. Randomly selected 5 employees, and agreed paid salaries to authorized salaries pay rates in personnel files.

- 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):

Observed that all selected employees documented their daily attendance and leave.

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

Observed that supervisors approved the attendance and leave of the selected employees.

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

Observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

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

Observed that the rate paid to the employees agreed to the authorized salary/pay rate found within the personnel file.

- 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 and 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.

Obtained a listing of employees that received termination payments during the fiscal period, and management provided representation that the listing is complete. Agreed the hours paid to the employee's cumulative leave records, pay rates to the employee's authorized pay rates, and termination payments to entity policy.

- 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.

Management provided representation that employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed, by required deadlines.

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 that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
The five employees selected for testing did have documentation to demonstrate that the required ethics training was completed.
 - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
No changes were made to the entity's ethics policy during the fiscal period.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.
Through inquiry confirmed that the entity does have an appointed ethics designee as required by R.S. 42:1170.

11) Debt Service

This section is not applicable. Management asserted that the entity did not have any bond notes and other debt instruments issued during the fiscal period or outstanding at the end of the fiscal period.

- 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.
- 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).

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 there were no misappropriations of public funds and assets during the fiscal period.

- 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.

Observed that the entity has posted on its premises and website the required notice.

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 there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence 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 there is no written documentation, then 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.

Selected all terminated employees as there were less 5 and observed that the selected terminated employees have been removed from the network.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, 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 as required by R.S. 42:343.

The 5 employees selected did complete sexual harassment training during the calendar year.

- 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).

Observed that the entity does not have posted on its website its sexual harassment policy and complaint procedure.

- 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:

The entity did not complete an annual sexual harassment report for the current fiscal period.

- i. Number and percentage of public servants in the agency who have completed the training requirements;
- ii. Number of sexual harassment complaints received by the agency;
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint.

We were engaged by the entity 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 the entity 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.

Darnall, Sikes & Frederick

A Corporation of Certified Public Accountants

Eunice, Louisiana
December 21, 2023

December 19, 2023

Darnell, Sikes & Frederick
A Corporation of Certified Public Accountants
Eunice, Louisiana

The following is management's response to the 2023 Statewide AUP report submitted for the Vermilion Parish Clerk of Court

Written Policies and Procedures

- 1Aviii) The Credit Cards section does not include the following:
- documentation requirements
 - required approvers of statements
- 1Aix) The Ethics section does not include the following:
- actions to be taken if an ethics violation takes place
 - a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy
- 1Ax) The Debt Service section does not include the following.
- debt issuance approval
 - continuing disclosure EMMA reporting requirements
 - debt reserve requirements
 - debt service requirements
- 1Axi) The Information Technology Disaster Recovery/Business Continuity section does not include the following.
- identification of critical data and frequency of data backups
 - storage of backups in a separate physical location isolated from the network
 - periodic testing/verification that backups can be restored
 - use of antivirus software on all systems
 - timely application of all available system and software patches/updates
 - identification of personnel, processes, and tools needed to recover operations after a critical event
- 1Axii) The Sexual Harassment section does not include the following:
- annual employee training
 - annual reporting

Response: Policies and procedures will be updated and include the required language.

Bank Reconciliations

- 3Aiii) Reconciling items that have been outstanding for more than 12 months from the statement closing date were noted and did not include documentation that management has researched those reconciling items.

Response: Documentation will be maintained to show that reconciling items that have been outstanding for more than 12 months from the statement closing date have been researched by management.

Collections

4C) Employees who have access to cash are not covered by a bond or insurance policy for theft

Response: Management will obtain a bond or insurance policy for theft for all employees who have access to cash.

Sexual Harassment

14B) Observed that the entity does not have posted on its website its sexual harassment policy and complaint procedure.

Response: The sexual harassment policy and complaint procedure will be posted to the entity's website.

14C) The entity did not complete an annual sexual harassment report for the current fiscal period.

Response: Management will ensure that going forward an annual sexual harassment report will be completed each fiscal period.