

**WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana**

**Annual Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
June 30, 2013  
With Supplemental Information Schedules**

**WEST CARROLL PARISH CLERK OF COURT**  
Oak Grove, Louisiana

**Annual Financial Statements**  
**With Independent Auditor's Report**  
**As of and for the Year Ended June 30, 2013**  
**With Supplemental Information Schedules**

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### **Independent Auditor's Report**

**WEST CARROLL PARISH CLERK OF COURT**  
Oak Grove, Louisiana

#### **Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities and major fund of the West Carroll Parish Clerk of Court, a component unit of the West Carroll Parish Police Jury, as of June 30, 2013, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

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

#### ***Auditor's Responsibility***

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

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

**WEST CARROLL PARISH CLERK OF COURT**  
Oak Grove, Louisiana  
Independent Auditor's Report,  
June 30, 2013

***Opinions***

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position and major fund of the West Carroll Parish Clerk of Court as of June 30, 2013, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Other Matters***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 7 through 10, the budgetary comparison information on pages 33 through 34, and the schedule of funding progress for the retiree healthcare plan on page 35 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. I 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 managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the West Carroll Parish Clerk of Court's office basic financial statements. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the financial statements.

The supplemental information schedules listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana  
Independent Auditor's Report,  
June 30, 2013

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued a report dated October 17, 2013, on my consideration of the West Carroll Parish Clerk of Court's internal control over financial reporting and on my 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 my 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 West Carroll Parish Clerk of Court's internal control over financial reporting and compliance.



West Monroe, Louisiana  
October 17, 2013

**REQUIRED SUPPLEMENTARY INFORMATION**  
**PART I**

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana

**Management's Discussion and Analysis**  
June 30, 2013

As management of the West Carroll Parish Clerk of Court, I offer readers of the West Carroll Parish Clerk of Court's financial statements this narrative overview and analysis of the financial activities of the West Carroll Parish Clerk of Court for the fiscal year ended June 30, 2013. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Overview of the Financial Statements**

This Management Discussion and Analysis document introduces the clerk's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the Clerk of Court's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the West Carroll Parish Clerk of Court's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the West Carroll Parish Clerk of Court's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the West Carroll Parish Clerk of Court is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).



***Fund financial statements.*** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The West Carroll Parish Clerk of Court, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the West Carroll Parish Clerk of Court can be divided into two categories: governmental funds and fiduciary (agency) funds.

***Governmental funds.*** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The West Carroll Parish Clerk of Court adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

***Fiduciary funds.*** Fiduciary (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the West Carroll Parish Clerk of Court's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the West Carroll Parish Clerk of Court's performance.

The combining schedules for nonmajor governmental funds are presented immediately following the required supplementary information.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, liabilities of the West Carroll Parish Clerk of Court exceeded assets by \$132,580. Approximately more than 99% of the West Carroll Parish Clerk of Court's

net position reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending.

The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the West Carroll Parish Clerk of Court to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

#### STATEMENT OF NET POSITION

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$40,984	\$35,287
Receivables	6,918	6,754
Due from other funds	6,750	3,667
Capital assets (net of accumulated depreciation)	<u>704</u>	<u>NONE</u>
TOTAL ASSETS	<u>\$55,356</u>	<u>\$45,708</u>
<b>LIABILITIES</b>		
Accounts payable	\$6,033	\$5,662
Salaries payable	592	
Payroll deducts payable	3,940	3,923
Due to Clerk	9,001	6,930
Due to other funds	59	59
Compensated absences payable	7,525	6,125
Net OPEB obligation	<u>160,786</u>	<u>112,263</u>
TOTAL LIABILITIES	<u>187,936</u>	<u>134,962</u>
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	704	NONE
Unrestricted	<u>(133,284)</u>	<u>(89,254)</u>
TOTAL NET POSITION	<u>(\$132,580)</u>	<u>(\$89,254)</u>

#### STATEMENT OF ACTIVITIES

	<u>2013</u>	<u>2012</u>
<b>Judicial:</b>		
Personal services	\$331,628	\$324,642
Operating services	32,617	32,833
Materials and supplies	6,187	3,969
Travel	20,924	21,754
Depreciation expense	<u>176</u>	<u>1,977</u>
Total Program Expenses	<u>391,532</u>	<u>385,175</u>
<b>Program revenues:</b>		
License and permits - marriage	2,065	1,674
Clerk's supplemental compensation	21,000	20,700
Court cost, fees, and charges	183,793	176,045
Fee for recording legal documents	106,493	111,085
Fees for certified copies of documents	<u>34,714</u>	<u>28,940</u>
Total program revenues	<u>348,065</u>	<u>338,444</u>
Net Program Expenses	<u>(43,467)</u>	<u>(46,731)</u>

General revenues:		
Interest earned	\$110	\$151
Other revenues	31	100
Change in Net Position	(43,326)	(46,480)
Net Position - Beginning of year	(89,254)	(42,774)
Net Position - End of year	<u>(\$132,580)</u>	<u>(\$89,254)</u>

### **Financial Analysis of the Government's Funds**

As noted earlier, the West Carroll Parish Clerk of Court uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of June 30, 2013, the General Fund unreserved, undesignated fund balance of \$35,027 showed an increase of \$5,893 over June 30, 2012.

### **General Fund Budgetary Highlights**

The primary difference between revenues of the original budget and the final budget was a decrease in anticipated court costs, fees, and charges and recording and an increase in licenses and permits, clerks supplemental compensation and certified copies. The differences between expenditures of the original budget and the final budget were primarily due to an increase in anticipated expenditures for operating services, materials and supplies and travel and other charges.

**Capital assets.** The West Carroll Parish Clerk of Court's investment in capital assets for its governmental activities as of June 30, 2013, amounts to \$704 (net of accumulated depreciation). This investment includes furniture and equipment. There were increases of \$880 for the year and no decreases for the year.

**Long-term debt.** At the end of the fiscal year, West Carroll Parish Clerk of Court had \$168,311 debt outstanding, including of \$7,525 compensated absences. The West Carroll Parish Clerk of Court contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the clerk's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at June 30, 2013 is \$160,786.

### **Requests for Information**

This financial report is designed to provide a general overview of the West Carroll Parish Clerk of Court's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the West Carroll Parish Clerk of Court, P.O. Drawer 1078, Oak Grove, LA 71263.

October 17, 2013

**BASIC FINANCIAL STATEMENTS**

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana

STATEMENT OF NET POSITION  
June 30, 2013

**ASSETS**

Cash and cash equivalents	\$40,984
Receivables	6,918
Due from other funds	6,750
Capital assets (net of accumulated depreciation)	<u>704</u>
<b>TOTAL ASSETS</b>	<b><u><u>\$55,356</u></u></b>

**LIABILITIES**

Accounts payable	\$6,033
Salaries payable	592
Payroll deducts payable	3,940
Due to Clerk	9,001
Due to other funds	59
Compensated absences payable	7,525
Net OPEB obligation	<u>160,786</u>
<b>TOTAL LIABILITIES</b>	<b><u><u>187,936</u></u></b>

**NET POSITION**

Invested in capital assets, net of related debt	704
Unrestricted	<u>(133,284)</u>
<b>TOTAL NET POSITION</b>	<b><u><u>(\$132,580)</u></u></b>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana

STATEMENT OF ACTIVITIES  
June 30, 2013

<b>Judicial:</b>	
Personal services	\$331,628
Operating services	32,617
Materials and supplies	6,187
Travel	20,924
Depreciation expense	176
Total Program Expenses	<u>391,532</u>
<b>Program revenues:</b>	
License and permits - marriage	2,065
Clerk's supplemental compensation	21,000
Court cost, fees, and charges	183,793
Fees for recording legal documents	106,493
Fees for certified copies of documents	34,714
Total program revenues	<u>348,065</u>
Net Program Expenses	(43,467)
<b>General revenues:</b>	
Interest earned	110
Other revenues	31
	<u>141</u>
Change in Net Position	(43,326)
Net Position - Beginning of year	<u>(89,254)</u>
Net Position - End of year	<u><u>(\$132,580)</u></u>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana  
GOVERNMENTAL FUNDS

Balance Sheet, June 30, 2013

**ASSETS**

Cash and cash equivalents	\$40,984
Receivables	6,918
Due from Other Funds	<u>6,750</u>
<b>TOTAL ASSETS</b>	<b><u><u>\$54,652</u></u></b>

**LIABILITIES AND FUND EQUITY**

## Liabilities:

Accounts payable	\$6,033
Payroll payable	592
Payroll deducts payable	3,940
Due to Clerk	9,001
Due to Other Funds	59
Fund Equity - fund balances - unassigned	<u>35,027</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b><u><u>\$54,652</u></u></b>

The accompanying notes are an integral part of this statement.

**WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana**

**Reconciliation of Governmental Funds  
Balance Sheet to the Statement of Net Position**

For the Year Ended June 30, 2013

Total Fund Balances - Governmental Funds (Statement C)		<u>\$35,027</u>
Cost of capital assets	\$47,387	
Less: Accumulated depreciation	<u>(46,683)</u>	704
Long term liabilities:		
Compensated absences payable	(7,525)	
Net OPEB obligation	<u>(160,786)</u>	<u>(168,311)</u>
Net Position (Statement A)		<u><u>(\$132,580)</u></u>

The accompanying notes are an integral part of this statement.



**WEST CARROLL PARISH CLERK OF COURT**  
**Oak Grove, Louisiana**  
**GOVERNMENTAL FUNDS**

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

For the Year Ended June 30, 2013

**REVENUES**

Licenses and permits - marriage	\$2,065
Intergovernmental - clerk's supplemental compensation	21,000
Fees, charges, and commissions for services:	
Court costs, fees, and charges	183,793
Fees for recording legal documents	106,493
Fees for certified copies of documents	34,714
Use of money and property - interest earnings	110
Other revenues	31
Total revenues	<u>348,206</u>

**EXPENDITURES**

## Current:

## General government - judicial:

Personal services	281,705
Operating services	32,617
Materials and supplies	6,187
Travel and other charges	20,924
Capital outlay	880
Total expenditures	<u>342,313</u>

**EXCESS OF REVENUES****OVER EXPENDITURES**

5,893

**FUND BALANCES AT BEGINNING OF YEAR**29,134**FUND BALANCES AT END OF YEAR**\$35,027

The accompanying notes are an integral part of this statement.

**WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana**

**Reconciliation of Governmental Funds  
Statement of Revenue, Expenditures, and Changes  
in Fund Balances to the Statement of Activities**

**For the Year Ended June 30, 2013**

<b>Total net change in fund balances - governmental funds (Statement D)</b>	<b>\$5,893</b>
<b>Amounts reported for governmental activities in the Statement of Activities are different because:</b>	
<b>Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.</b>	<b>704</b>
<b>In the Statement of Activities, certain operating expenses - compensated absences are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid).</b>	<b>(1,400)</b>
<b>Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.</b>	<b><u>(48,523)</u></b>
<b>Change in net position of governmental activities (Statement B)</b>	<b><u><u>(\$43,326)</u></u></b>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana  
Statement of Fiduciary Net Assets - Agency Funds

June 30, 2013

	<u>ADVANCE DEPOSIT</u>	<u>REGISTRY OF COURT</u>	<u>NON SUPPORT</u>	<u>TOTAL</u>
<b>ASSETS</b>				
Cash and cash equivalents	\$204,312	\$56,729	\$6,129	\$267,170
Accounts receivable			726	726
Due from other funds			59	59
	<u>\$204,312</u>	<u>\$56,729</u>	<u>\$6,914</u>	<u>\$267,955</u>
<b>LIABILITIES</b>				
Due to:				
General Fund	\$20	\$4	\$6,726	\$6,750
Others	204,292	56,725	188	261,205
<b>TOTAL LIABILITIES</b>	<u>\$204,312</u>	<u>\$56,729</u>	<u>\$6,914</u>	<u>\$267,955</u>

**WEST CARROLL PARISH CLERK OF COURT**  
Oak Grove, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended June 30, 2013

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

The accompanying financial statements of the West Carroll Parish Clerk of Court have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis -for State and Local Governments*, issued in June 1999.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the West Carroll Parish Police Jury is the financial reporting entity for West Carroll Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) 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 (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the West Carroll Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

**WEST CARROLL PARISH CLERK OF COURT**

Oak Grove, Louisiana

**Notes to the Financial Statements (Continued)**

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. 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 maintains and operates the parish courthouse in which the clerk of court's office is located and provides partial funding for equipment, furniture and supplies of the clerk of court's office, the clerk of court was determined to be a component unit of the West Carroll Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the clerk of court and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the West Carroll Parish financial reporting entity.

**B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS**

The clerk of court's basic financial statements include both government-wide (reporting the clerk of court as a whole) and fund financial statements (reporting the clerk's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the clerk are classified as governmental.

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the clerk, except for fiduciary funds. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

In the Statement of Net Position, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net position is reported in three parts; invested in capital assets, net of any related debt; restricted net position; and unrestricted net position. The clerk first uses restricted resources to finance qualifying activities.

The government-wide financial statements are prepared using 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*.

## WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

### Notes to the Financial Statements (Continued)

**Program Revenues** - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the clerk's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the clerk's general revenues.

**Allocation of Indirect Expenses** - The clerk reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function. Depreciation on buildings is assigned to the "general administration" function due to the fact that buildings serve multiple purposes. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

### C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the clerk are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the clerk. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The clerk of court's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the clerk are described as follows:

#### **Governmental Fund Type**

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

**WEST CARROLL PARISH CLERK OF COURT**  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

**Fiduciary Fund Type - Agency Funds**

The Advance Deposit, Registry of Court and Non Support Expense agency funds are used to account for assets held as an agent for others. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**D. BASIS OF ACCOUNTING**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

**1. Accrual:**

Both governmental and business type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**2. Modified Accrual:**

The governmental funds financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds and the fiduciary type agency funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which

**WEST CARROLL PARISH CLERK OF COURT**  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Intergovernmental revenue, recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are recorded in the year in which they are earned.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Substantially all other revenues are recognized when received by the clerk of court.

Based on the above criteria, intergovernmental revenue, recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are treated as susceptible to accrual.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**E. CASH AND CASH EQUIVALENTS**

Under state law, the clerk of court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2013, the clerk of court has cash and cash equivalents (book balances) totaling \$308,154.

Demand deposits	\$207,719
Time deposits	<u>100,435</u>
Total	<u><u>\$308,154</u></u>

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



**WEST CARROLL PARISH CLERK OF COURT**  
**Oak Grove, Louisiana**  
**Notes to the Financial Statements (Continued)**

bank. 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. Cash and cash equivalents (bank balances) at June 30, 2013 total \$319,744 and are fully secured by FDIC insurance.

**F. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The clerk maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the clerk, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and building improvements	20 - 40 years
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

**G. ANNUAL AND SICK LEAVE**

Employees of the clerk of court's office are allowed 5 to 20 days annual leave each year, depending on length of service, and are allowed to accrue unused annual leave. Upon voluntary resignation or retirement, an employee is compensated for unused annual leave. Additionally, employees of the clerk of court's office are allowed 12 to 24 days sick leave each year depending on length of service, and may accumulate up to 30 days. Upon termination or retirement, employees are paid for unused sick leave at their current rate of pay.

At June 30, 2013, employees had accumulated and vested \$7,525 in sick leave and annual benefits, which is included in general long-term obligations in the accompanying financial statements. The cost of leave privileges is recognized as a current year expenditure when leave is actually taken or when employees are paid for accrued sick leave and annual leave upon separation of employment.

**WEST CARROLL PARISH CLERK OF COURT**  
**Oak Grove, Louisiana**  
**Notes to the Financial Statements (Continued)**

**H. RISK MANAGEMENT**

The clerk is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the clerk maintains commercial insurance policies covering his automobile, professional liability and surety bond coverage. In addition to the above policies, the clerk also maintains an errors and omissions claims paid policy with the Louisiana Clerks of Court Risk Management Agency. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 2013.

**2. RECEIVABLES**

The receivables of \$7,644 at June 30, 2013, are as follows:

<u>Class of receivables:</u>	<u>General Fund</u>	<u>Non Support Fund</u>	<u>Total</u>
Fees, charges, and commissions for services:			
Court costs, fees, and charges	\$3,626	\$726	\$4,352
Copies	596		596
Fees for recording legal documents	2,696		2,696
Total	<u>\$6,918</u>	<u>\$726</u>	<u>\$7,644</u>

**3. CHANGES IN CAPITAL ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, June 30, 2012	\$46,507
Additions	880
Deletions	NONE
Balance, June 30, 2013	<u>47,387</u>
Less accumulated depreciation	(46,683)
Net Capital Assets	<u>\$704</u>

**4. PENSION PLAN**

Substantially all employees of the West Carroll Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

## WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

### Notes to the Financial Statements (Continued)

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary.

Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System 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.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the West Carroll Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 17.25 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the West Carroll Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The West Carroll Parish Clerk of Court's contributions to the System for the years ending June 30, 2013, 2012, and 2011, were \$31,184, \$33,598, and \$33,530, respectively, equal to the required contributions for each year.

#### **5. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

***Plan Description.*** The West Carroll Parish Clerk of Court's medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement.

Employees are covered by the Louisiana Clerks' of Court Retirement and Relief Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: completion of 25 years of service at any age; or, attainment of age 55 and completion of 12 years of service. Based on historical experience, most employees wait until 25 years of service or until age 60 to enter D.R.O.P.

Dental insurance coverage is provided to retirees and the dental portion is included with the medical insurance in this valuation. The employer pays 100% of the cost of the dental insurance for the retirees and 50% for dependents. We have used the unblended rates provided and included the dental premiums in the medical portion of the valuation. All of the assumptions used for the valuation of the medical benefits have been used for dental insurance except for the trend assumption; zero trend was used for dental insurance.

**WEST CARROLL PARISH CLERK OF COURT**

Oak Grove, Louisiana

**Notes to the Financial Statements (Continued)**

Life insurance coverage is provided to retirees. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 50% of the original amount at age 70. The employer pays 100% of the cost of the retiree life insurance, but the cost is based on modified blended active/retired rates based on five-year age groups. Since GASB 45 requires the use of “unblended” rates, we have used the 94GAR mortality table described above to “unblend” the rates so as to reproduce the composite blended rate overall as the rate structure to calculate the actuarial valuation results for life insurance. All of the assumptions used for the valuation of the medical benefits have been used except for the trend assumption; zero trend was used for life insurance.

**Contribution Rates.** Employees do not contribute to their post employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

**Fund Policy.** Until 2009, the West Carroll Parish Clerk of Court recognized the cost of providing post-employment medical and life insurance benefits (the West Carroll Parish Clerk of Court’s portion of the retiree medical and life insurance benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2013 and 2012, West Carroll Parish Clerk of Court’s portion of health care and life insurance funding cost for retired employees totaled \$5,699 and \$4,925, respectively.

Effective July 1, 2009, the West Carroll Parish Clerk of Court implemented Government Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Post employment Benefits Other than Pensions* (GASB 45). This amount was applied toward the Net OPEB Benefir Obligation as shown in the following table.

**Annual Required Contribution.** West Carroll Parish Clerk of Court’s Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. The ARC is the sum of the Normal Cost plus the contribution to amortize the Unfunded Actuarial Accrued Liability (UAAL). A level dollar, open amortization period of 30 years (the maximum amortization period allowed by GASB 43/45) has been used for the post-employment benefits. The actuarially computed ARC is as follows:

	<u>2013</u>
Normal Cost	\$23,003
30-year UAL amortization amount	33,221
Annual required contribution (ARC)	<u>\$56,224</u>

**Net Post-employment Benefit Obligation OPEB (Asset).** The table below shows West Carroll Parish Clerk of Court’s Net Other Post-employment Benefit (OPEB) Obligation (Asset) for the fiscal years ending June 30:

	<u>2013</u>	<u>2012</u>
Beginning Net OPEB Obligation	\$112,263	\$74,034
Annual required contribution	56,224	41,673

**WEST CARROLL PARISH CLERK OF COURT**  
**Oak Grove, Louisiana**  
**Notes to the Financial Statements (Continued)**

Interest on net OPEB obligation	\$4,491	\$1,481
ARC Adjustment	(6,493)	None
Annual OPEB cost (expense)	54,222	43,154
Contributions made	(5,699)	(4,925)
Increase in net OPEB obligation	48,523	38,229
Net OPEB obligation at end of year	<u>\$160,786</u>	<u>\$112,263</u>

The following table shows the West Carroll Parish Clerk of Court’s annual post employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post employment benefits (PEB) liability for last year and this year:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual Cost Contributed</u>	<u>Net OPEB Liability (Asset)</u>
June 30, 2013	\$ 54,222	10.51%	\$ 160,786
June 30, 2012	\$ 43,154	11.41%	\$ 112,263

**Funded Status and Funding Progress.** In 2013 and 2012, West Carroll Parish Clerk of Court made no contributions to its post employment benefits plan. The plan is not funded, has no assets, and hence has a funded ratio of zero. Based on the July 1, 2012 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year June 30, 2013 was \$597,470 which is defined as that portion, as determined by a particular actuarial cost method (the West Carroll Parish Clerk of Court uses the Projected Unit Credit Cost Method), of the actuarial present value of post employment plan benefits and expenses which is not provided by normal cost.

Actuarial Accrued Liability (AAL)	\$597,470
Actuarial Value of Plan Assets (AVP)	NONE
Unfunded Act. Accrued Liability (UAAL)	\$597,470
Funded Ratio (AVP/AAL)	0.00%
Covered Payroll (active plan members)	\$201,487
UAAL as a percentage of covered payroll	296.53%

**Actuarial Methods and Assumptions.** Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post employment benefits includes estimates and assumptions regarding (1) turnover rate; (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate (investment return assumption); and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

## WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

### Notes to the Financial Statements (Continued)

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the West Carroll Parish Clerk of Court and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the West Carroll Parish Clerk of Court and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the West Carroll Parish Clerk of Court and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

**Actuarial Cost Method** - The ARC is determined using the Projected Unit Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality and turnover.

**Actuarial Value of Plan Assets.** There are not any assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Statement 45.

**Turnover Rate.** An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce a composite average annual turnover of approximately 3%.

**Post employment Benefit Plan Eligibility Requirements.** Based on past experience, it has been assumed that entitlement to benefits will commence three years after they have been assumed to enter the D.R.O.P., as described under "Plan Description". Medical benefits are provided to employees upon actual retirement.

**Investment Return Assumption (Discount Rate).** GASB Statement 45 state that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

**Health Care Cost Trend Rate.** The expected rate of increase in medical cost is based on a graded schedule beginning with 8% annually, down to an ultimate annual rate of 5.0% for ten years out and later.

**Mortality Rate.** The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rate and 50% of the unloaded female mortality rates, is used. This is a recently published mortality table which has been used in determining the value of accrued benefits in determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

**Method of Determining Value of Benefits.** The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used

**WEST CARROLL PARISH CLERK OF COURT**

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical and dental for the retirees and 50% for dependents. Since blended rates (active and retired) were provided before Medicare eligibility, the unblended rates were estimated and were used pursuant to GASB 45's mandate. It was estimated that the pre-Medicare retiree rates were 130% of the blended rate. The post-Medicare rates provided were unblended and used as is.

**Inflation Rate.** Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit inflation assumption of 2.50% annually.

**Projected Salary Increases.** The assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

**Post-retirement Benefit Increases.** The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

**6. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund balances deposits due others follows:

	Advance Deposit Fund	Registry of Court Fund	Non Support Fund	Total
Balance, June 30, 2012	\$206,701	\$106,120	\$211	\$313,032
Additions	145,717	45,024	16,203	206,944
Deletions	(148,126)	(94,419)	(16,226)	(258,771)
Balance June 30, 2013	<u>\$204,292</u>	<u>\$56,725</u>	<u>\$188</u>	<u>\$261,205</u>

**7. CHANGES IN GENERAL LONG-TERM OBLIGATIONS**

The following is a summary of long-term obligation transactions for the year ended June 30, 2013:

	Compensated Absences
Long-term obligations at January 1 <sup>ST</sup>	\$6,125
Additions	5,951
Deductions	(5,951)
Adjustments <sup>1</sup>	1,400
Long-term obligations at December 31 <sup>ST</sup>	<u>\$7,525</u>

<sup>1</sup>As discussed in note 1G, upon separation from employment, employees are paid for accumulated leave

**WEST CARROLL PARISH CLERK OF COURT**  
**Oak Grove, Louisiana**  
**Notes to the Financial Statements (Continued)**

at their current rate of pay. The adjustment is for the purpose of adjusting amounts for annual leave resulting from the differences between beginning and ending rates of pay and to reflect the maximum accumulation of thirty days.

**8. LITIGATION AND CLAIMS**

The West Carroll Parish Clerk of Court is not involved in any litigation at June 30, 2013, nor is she aware of any unasserted claims.

**9. EXPENDITURES OF THE CLERK OF COURT  
PAID BY THE POLICE JURY**

The West Carroll Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the West Carroll Parish Police Jury.



**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
For the Year Ended June 30, 2013

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
License and permits-marriage	\$1,500	\$1,950	\$2,065	\$115
Intergovernmental revenues -				
Clerk's supplemental compensation	19,800	21,000	21,000	
Fees, charges, and commissions for services:				
Court costs, fees, and charges	180,800	178,207	183,793	5,586
Fees for recording legal documents	105,000	100,000	106,493	6,493
Fees for certified copies of documents	27,000	29,400	34,714	5,314
Use of money and property - interest earnings	75	82	110	28
Other revenues			31	31
Total revenues	<u>334,175</u>	<u>330,639</u>	<u>348,206</u>	<u>17,567</u>
<b>EXPENDITURES</b>				
Current:				
General government - judicial				
Personal services and related benefits	283,560	283,560	281,705	1,855
Operating services	23,450	27,000	32,617	(5,617)
Materials and supplies	3,450	5,200	6,187	(987)
Travel and other charges	23,696	27,000	20,924	6,076
Capital outlay			880	(880)
Total expenditures	<u>334,156</u>	<u>342,760</u>	<u>342,313</u>	<u>447</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	19	(12,121)	5,893	18,014
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>20,000</u>	<u>29,134</u>	<u>29,134</u>	<u>NONE</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$20,019</u>	<u>\$17,013</u>	<u>\$35,027</u>	<u>\$18,014</u>

See accompanying note to budgetary comparison schedule.

**WEST CARROLL PARISH CLERK OF COURT**  
Oak Grove, Louisiana

**NOTE TO BUDGETARY COMPARISON SCHEDULE**  
For the Year Ended June 30, 2013

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the West Carroll Parish Clerk's office during the month of June for comments from taxpayers. The budget is then legally adopted by the clerk and amended during the year, as necessary. The budget is established and controlled by the clerk at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts and all subsequent amendments.

**West Carroll Parish Clerk of Court  
Retiree Healthcare Plan  
June 30, 2013**

**Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
June 30, 2009	\$0	\$476,053	\$476,053	0.00%	\$199,494	238.63%
June 30, 2012	\$0	\$597,470	\$597,470	0.00%	\$201,487	296.53%

**Note:**

Generally accepted governmental accounting principles (GASB Codification Po50.131-132) require that the schedule present information from the last three actuarial valuations. Because the requirements of GASB 45 were implemented starting with the year ended June 30, 2010, only two valuations are available. Additional information will be added after the next valuation. Subsequent to that, information will be presented for the latest three valuations.

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

**WEST CARROLL PARISH CLERK OF COURT**  
Oak Grove, Louisiana  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
As of and For the Year Ended June 30, 2013

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**ADVANCE DEPOSIT FUND**

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

**REGISTRY OF COURT FUND**

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

**NON SUPPORT FUND**

The Non Support Fund accounts for the collection and distribution of child support obligations and the assessment and remittance of a five per cent fee on the child support payments.

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled  
Balances Due to Taxing Bodies and Others  
For the Year Ended June 30, 2013

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	NON SUPPORT FUND	TOTAL
<b>UNSETTLED DEPOSITS AT BEGINNING OF YEAR</b>	<u>\$206,701</u>	<u>\$106,120</u>	<u>\$211</u>	<u>\$313,032</u>
<b>ADDITIONS</b>				
Suits and successions	145,717	45,000		190,717
Support payments			16,203	16,203
Interest earned on investments		24		24
Total additions	<u>145,717</u>	<u>45,024</u>	<u>16,203</u>	<u>206,944</u>
Total	<u>352,418</u>	<u>151,144</u>	<u>16,414</u>	<u>519,976</u>
<b>REDUCTIONS</b>				
Clerk's costs to General Fund	105,813		16,226	122,039
Deposits settled to:				
Litigants	10,832	94,419		105,251
Appraisers, curators, and keepers	1,700			1,700
Sheriff's fees	17,699			17,699
Judge's Supplemental & Comp Fund	6,698			6,698
Judicial Expense Fund	4,305			4,305
Other reductions	1,079			1,079
Total reductions	<u>148,126</u>	<u>94,419</u>	<u>16,226</u>	<u>258,771</u>
<b>UNSETTLED DEPOSITS AT END OF YEAR</b>	<u>\$204,292</u>	<u>\$56,725</u>	<u>\$188</u>	<u>\$261,205</u>

**REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
PART IV**



**Independent Auditor's Report Required  
by *Government Auditing Standards***

The following independent auditor's report on compliance and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**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 *Government Auditing Standards***

**WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana**

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of West Carroll Parish Clerk of Court, a component unit of the West Carroll Parish Police Jury as of and for the year ended June 30, 2013 and the related notes to the financial statements, which collectively comprise the West Carroll Parish Clerk of Court's basic financial statements, and have issued my report thereon dated October 17, 2013.

**Internal Control Over Financial Reporting**

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

*A deficiency in internal control* exist 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 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.

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana  
Independent Auditor's Report on Compliance  
And Internal Control Over Financial Reporting, etc.  
June 30, 2013

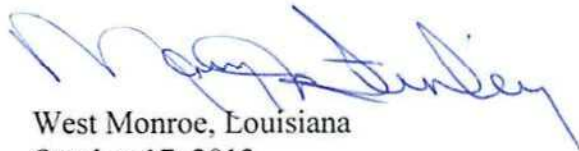
My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify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

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether West Carroll Parish Clerk of Court's financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

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



West Monroe, Louisiana  
October 17, 2013

**WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana**

**Schedule of Audit Findings  
For the Year Ended June 30, 2013**

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the West Carroll Parish Clerk of Court.
2. No instances of noncompliance material to the financial statements of the West Carroll Parish Clerk of Court was disclosed during the audit.
3. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Year Ended June 30, 2013**

**There were no findings reported in the audit report for the year ended June 30, 2012.**