

**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, 2010**  
**With Supplemental Information Schedules**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 10/20/10

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, 2010  
With Supplemental Information Schedules

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**Independent Auditor's Report**

**WEST CARROLL PARISH CLERK OF COURT**

Oak Grove, Louisiana

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, 2010, and for the year then ended, which collectively comprise the Clerk's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the West Carroll Parish Clerk of Court's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with U.S. generally accepted auditing standards and *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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

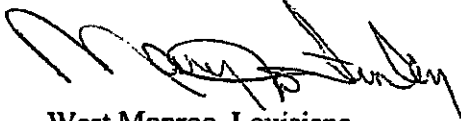
In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the West Carroll Parish Clerk of Court as of June 30, 2010, and the changes in its financial position for the year then ended in conformity with U.S. generally accepted accounting principles.

Accounting principles generally accepted in the United State of America require that the management's discussion and analysis on pages 6 through 9, the budgetary comparison information on pages 30 through 31, and the schedule of funding progress for the retiree healthcare plan on page 32 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 contest. 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.

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana  
Independent Auditor's Report,  
June 30, 2010

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 as a whole. 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 of the West Carroll Parish Clerk of Court. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United State of America. In my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

In accordance with *Government Auditing Standards*, I have also issued a report dated September 15, 2010, on the West Carroll Parish Clerk of Court's compliance with laws and regulations, and my consideration of the agency's internal control over financial reporting. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.



West Monroe, Louisiana  
September 15, 2010

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana

**Management's Discussion and Analysis**  
June 30, 2010

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, 2010. 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 Assets 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 assets* 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 assets*. Over time, increases or decreases in net assets 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 assets changed during the most recent fiscal year. All changes in net assets 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 assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the West Carroll Parish Clerk of Court exceeded liabilities by (\$612). Approximately more than 100% of the West Carroll Parish Clerk of Court's net



assets 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 assets 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 ASSETS

	<u>2010</u>	<u>2009</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$51,685	\$74,320
Receivables	10,614	15,022
Due from other funds	4	4
Capital assets (net of accumulated depreciation)	<u>3,954</u>	<u>5,931</u>
<b>TOTAL ASSETS</b>	<u><u>\$66,257</u></u>	<u><u>\$95,277</u></u>
<b>LIABILITIES</b>		
Accounts payable	\$8,819	\$6,703
Salaries payable	1,780	2,070
Payroll deducts payable	5,898	5,022
Due to Clerk	32	32
Due to other funds	38	38
Compensated absences payable	13,633	13,633
Net OPEB obligation	<u>36,669</u>	<u>          </u>
<b>TOTAL LIABILITIES</b>	<u><u>66,869</u></u>	<u><u>27,498</u></u>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	3,954	5,931
Unrestricted	<u>(4,566)</u>	<u>61,848</u>
<b>TOTAL NET ASSETS</b>	<u><u>(\$612)</u></u>	<u><u>\$67,779</u></u>

STATEMENT OF ACTIVITIES

	<u>2010</u>	<u>2009</u>
<b>Judicial:</b>		
Personal services	\$320,231	\$279,492
Operating services	27,742	31,657
Materials and supplies	4,468	5,956
Travel	24,697	25,996
Depreciation expense	<u>1,977</u>	<u>1,978</u>
<b>Total Program Expenses</b>	<u><u>379,115</u></u>	<u><u>345,079</u></u>
<b>Program revenues:</b>		
License and permits - marriage	1,685	1,192
Clerk's supplemental compensation	19,800	19,801
Court cost, fees, and charges	191,846	214,032
Fee for recording legal documents	92,322	94,889
Fees for certified copies of documents	<u>4,264</u>	<u>4,679</u>
<b>Total program revenues</b>	<u><u>309,917</u></u>	<u><u>334,593</u></u>
<b>Net Program Expenses</b>	<u><u>(69,198)</u></u>	<u><u>(10,486)</u></u>

General revenues:		
Interest earned	\$752	\$2,055
Other revenues	55	2,660
Change in Net Assets	(68,391)	(5,771)
Net Assets - Beginning of year	67,779	73,550
Net Assets - End of year	<u>(\$612)</u>	<u>\$67,779</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, 2010, the General Fund unreserved, undesignated fund balance of \$45,736 showed a decrease of \$29,745 over June 30, 2009.

### 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, recording legal documents and use of money and property. The differences between expenditures of the original budget and the final budget were primarily due to a decrease in anticipated expenditures for operating services.

### Capital Asset and Debt Administration

**Capital assets.** The West Carroll Parish Clerk of Court's investment in capital assets for its governmental activities as of June 30, 2010, amounts to \$3,954 (net of accumulated depreciation). This investment includes furniture and equipment. There were no increases or decreases for the year.

**Long-term debt.** At the end of the fiscal year, West Carroll Parish Clerk of Court had \$13,633 debt outstanding, consisting of 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, 2010 is \$36,669.

### 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.

September 15, 2010

**BASIC FINANCIAL STATEMENTS**

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, LouisianaSTATEMENT OF NET ASSETS  
June 30, 2010

<b>ASSETS</b>	
Cash and cash equivalents	\$51,685
Receivables	10,614
Due from other funds	4
Capital assets (net of accumulated depreciation)	<u>3,954</u>
<b>TOTAL ASSETS</b>	<b><u>\$66,257</u></b>
<b>LIABILITIES</b>	
Accounts payable	\$8,819
Salaries payable	1,780
Payroll deducts payable	5,898
Due to Clerk	32
Due to other funds	38
Compensated absences payable	13,633
Net OPEB obligation	<u>36,669</u>
<b>TOTAL LIABILITIES</b>	<b><u>66,869</u></b>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	3,954
Unrestricted	<u>(4,566)</u>
<b>TOTAL NET ASSETS</b>	<b><u>(\$612)</u></b>

The accompanying notes are an integral part of this statement.

**Statement B****WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana****STATEMENT OF ACTIVITIES  
June 30, 2010**

<b>Judicial:</b>	
Personal services	\$320,231
Operating services	27,742
Materials and supplies	4,468
Travel	24,697
Depreciation expense	1,977
Total Program Expenses	<u>379,115</u>
<b>Program revenues:</b>	
License and permits - marriage	1,685
Clerk's supplemental compensation	19,800
Court cost, fees, and charges	191,846
Fees for recording legal documents	92,322
Fees for certified copies of documents	4,264
Total program revenues	<u>309,917</u>
Net Program Expenses	<u>(69,198)</u>
<b>General revenues</b>	
Interest earned	752
Other revenues	55
<b>Change in Net Assets</b>	<u>(68,391)</u>
<b>Net Assets - Beginning of year</b>	<u>67,779</u>
<b>Net Assets - End of year</b>	<u><u>(\$612)</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, 2010

**ASSETS**

Cash and cash equivalents	\$51,685
Receivables	10,614
Due from Other Funds	<u>4</u>
<b>TOTAL ASSETS</b>	<b><u><u>\$62,303</u></u></b>

**LIABILITIES AND FUND EQUITY**

Liabilities:

Accounts payable	\$8,819
Salaries payable	1,780
Payroll deducts payable	5,898
Due to Clerk	32
Due to Other Funds	38
Fund Equity - fund balances - unreserved - undesignated	<u>45,736</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b><u><u>\$62,303</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 Assets

For the Year Ended June 30, 2010

Total Fund Balances - Governmental Funds (Statement C)		<u>\$45,736</u>
Cost of capital assets	\$46,507	
Less: Accumulated depreciation	<u>(42,553)</u>	3,954
Long term liabilities:		
Compensated absences payable	(13,633)	
Net OPEB obligation	<u>(36,669)</u>	<u>(50,302)</u>
Net Assets (Statement A)		<u><u>(\$612)</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, 2010

**REVENUES**

Licenses and permits - marriage	\$1,685
Intergovernmental - clerk's supplemental compensation	19,800
Fees, charges, and commissions for services:	
Court costs, fees, and charges	191,846
Fees for recording legal documents	92,322
Fees for certified copies of documents	4,264
Use of money and property - interest earnings	752
Other revenues	55
Total revenues	<u>310,724</u>

**EXPENDITURES**

## Current:

General government - judicial:	
Personal services	283,562
Operating services	27,742
Materials and supplies	4,468
Travel and other charges	24,697
Total expenditures	<u>340,469</u>

**EXCESS (Deficiency) OF REVENUES  
OVER EXPENDITURES** (29,745)

**FUND BALANCES AT BEGINNING OF YEAR** 75,481

**FUND BALANCES AT END OF YEAR** \$45,736

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, 2010

Total net change in fund balances - governmental funds (Statement D)	(\$29,745)
Amounts reported for governmental activities in the Statement of Activities are different because:	
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.	(1,977)
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 Assets and are not reflected in the Statement of Activities.	<u>(36,669)</u>
Change in net assets of governmental activities (Statement B)	<u><u>(\$68,391)</u></u>

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, 2010

	<u>ADVANCE DEPOSIT</u>	<u>REGISTRY OF COURT</u>	<u>NON SUPPORT</u>	<u>TOTAL</u>
<b>ASSETS</b>				
Cash and cash equivalents	\$203,767	\$172,566	\$21	\$376,354
Due from other funds			38	38
<b>LIABILITIES</b>	<u>\$203,767</u>	<u>\$172,566</u>	<u>\$59</u>	<u>\$376,392</u>
Due to:				
General Fund		\$4		\$4
Others	<u>\$203,767</u>	<u>172,562</u>	<u>\$59</u>	<u>376,388</u>
<b>TOTAL LIABILITIES</b>	<u>\$203,767</u>	<u>\$172,566</u>	<u>\$59</u>	<u>\$376,392</u>

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

Notes to the Financial Statements  
As of and For the Year Ended June 30, 2010

**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 Assets (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 Assets, 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 assets are reported in three parts; invested in capital assets, net of any related debt; restricted net assets; and unrestricted net assets. 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 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

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

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, 2010, the clerk of court has cash and cash equivalents (book balances) totaling \$428,039.

Demand deposits	\$164,650
Time deposits	<u>263,389</u>
Total	<u>\$428,039</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 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, 2010 total \$436,661 and are fully secured by FDIC insurance.

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

**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, 2010, employees had accumulated and vested \$13,633 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.

**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



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

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, 2010.

**2. RECEIVABLES**

The receivables of \$10,614 at June 30, 2010, are as follows:

Class of receivables:

Fees, charges, and commissions for services:	
Court costs, fees, and charges	\$5,865
Copies	803
Fees for recording legal documents	<u>3,946</u>
Total	<u>\$10,614</u>

**3. CHANGES IN CAPITAL ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, June 30, 2009	\$46,507
Additions	NONE
Deletions	<u>NONE</u>
Balance, June 30, 2010	46,507
Less accumulated depreciation	<u>(42,553)</u>
Net Capital Assets	<u>\$3,954</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.

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

## WEST CARROLL PARISH CLERK OF COURT

Oak Grove, Louisiana

### Notes to the Financial Statements (Continued)

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 14.75 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, 2010, 2009, and 2008, were \$29,625, \$26,600, and \$26,130, respectively, equal to the required contributions for each year.

## 5. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

**Plan Description.** The West Carroll Parish Clerk of Court contributes to a single-employer defined benefit healthcare plan ("the Retiree Healthcare Plan"). The plan provides lifetime healthcare and life insurance for eligible retirees through the clerk's group health insurance plan. Benefit provisions are established by the West Carroll Parish Clerk of Court. Employees are entitled to benefits upon reaching age 55 with at least 12 years of credited service. The Retiree Health Plan does not issue a publicly available financial report.

Effective with the Year ending June 30, 2010, 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). The statement has been implemented prospectively. Using this method, the beginning other post employment benefit (OPEB) liability is set at zero and the actuarially determined OPEB liability relative to past service (prior to July 1, 2009) will be amortized and recognized as an expense over thirty years.

**Funding Policy.** The West Carroll Parish Clerk of Court contributes 50% of the cost of current year premiums for eligible retired employees. For the year ended June 30, 2010, the West Carroll Parish Clerk of Court contributed \$5,004, to the plan.

**Annual OPEB Cost and Net OPEB Obligation.** The clerk's annual OPEB cost (expense) is calculated based on the annual required contribution (ARC) of the employer. The West Carroll Parish Clerk of Court

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

has elected to calculate the ARC and related information using the alternative measurement method permitted by GASB 45 for employers in plans with fewer than 100 total plan members. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the clerk's annual OPEB costs for the year, the amount actually contributed to the plan, and changes in the clerk's net OPEB obligation to the retiree health plan.

Annual required contribution	\$41,673
Interest on net OPEB obligation	None
Adjustment to annual required contribution	None
Annual OPEB cost (expense)	<u>41,673</u>
Contributions made	<u>(5,004)</u>
Increase in net OPEB obligation	36,669
Net OPEB obligation at beginning of year	<u>None</u>
Net OPEB obligation at end of year	<u>\$36,669</u>

The clerk's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the year ended June 30, 2010, was \$41,673, 12%, and \$36,669, respectively.

**Funded Status and Funding Progress.** As of June 30, 2010, the actuarial accrued liability for benefits was \$476,053, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$199,494, and ratio of the unfunded actuarial accrued liability to the covered payroll was 238.63%.

The projection of future benefits for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Methods and Assumptions.** Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. The following simplifying assumptions were made:

**WEST CARROLL PARISH CLERK OF COURT**

Oak Grove, Louisiana

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

*Retirement age for active employees* - Based on the historical retirement age for the covered group, active members were assumed to retire at age 55 or the earliest age after that at which they will have at least 12 years of service with the clerk's office..

*Marital status* - Marital status of members at the calculation date were assumed to continue throughout retirement

*Mortality* - Life expectancies were based on mortality tables from the National Center for Health Statistics. The 2003 United States Life Tables for Males and for Females, revised March, 2007, were used.

*Turnover* - Non-group-specific age-based turnover data from GASB Statement 45 were used as the basis for assigning active members a probability of remaining employed until the assumed retirement age and for developing an expected future working lifetime assumption for purposes of allocating to periods the present value of total benefits to be paid.

*Healthcare cost trend rate* - The expected rate of increase in healthcare insurance premiums was based on projections of the Office of the Actuary at the Centers for Medicare and Medicaid Services. A rate of 4.5% initially, increased to an ultimate rate of 6.1% after ten years, was used.

*Health insurance premiums* - 2009 age-adjusted health insurance premiums for retirees were used as the basis for calculation of the present value of total benefits to be paid..

*Inflation rate* - A long-term inflation assumption of 3.9% was based on projected changes in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) in the 2009 Annual Report of the Board of Trustees of the Federal Old-Age and Survivors Insurance and Disability Insurance Trust Funds for an intermediate growth scenario.

*Payroll growth rate* - The expected long-term payroll growth rate was assumed to equal the rate of inflation. Based on the historical and expected returns of the clerk's short-term investments, a discount rate 2.00% was used. In addition, a simplified version of the entry age actuarial cost method was used. The unfunded actuarial liability is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at June 30, 2010, was twenty-nine years.

**6. POST RETIREMENT BENEFITS**

The West Carroll Parish Clerk of Court provides certain health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's cost of premiums) as an expenditure when the monthly premiums are due, which were \$39,709 for the year ended June 30, 2010. Of these amounts, \$5,004 was for retiree benefits.

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

**7. 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, 2009	\$203,277	\$172,448	\$120	\$375,845
Additions	163,196	114	14,817	178,127
Deletions	(162,706)	NONE	(14,878)	(177,584)
Balance June 30, 2010	<u>\$203,767</u>	<u>\$172,562</u>	<u>\$59</u>	<u>\$376,388</u>

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

The following is a summary of long-term obligation transactions for the year ended June 30, 2010:

	Compensated Absences
Long-term obligations at January 1 <sup>ST</sup>	\$13,633
Additions	9,933
Deductions	(9,933)
Adjustments <sup>1</sup>	NONE
Long-term obligations at December 31 <sup>ST</sup>	<u>\$13,633</u>

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

**9. LITIGATION AND CLAIMS**

The West Carroll Parish Clerk of Court is not involved in any litigation at June 30, 2010, nor is she aware of any unasserted claims.

**10. 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, 2010

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Supreme Court Grant				
License and permits-marriage	\$1,000	\$1,500	1,685	185
Intergovernmental revenues -				
Clerk's supplemental compensation	19,800	19,800	19,800	
Fees, charges, and commissions for services:				
Court costs, fees, and charges	199,800	179,560	191,846	12,286
Fees for recording legal documents	105,000	90,000	92,322	2,322
Fees for certified copies of documents	5,000	4,000	4,264	264
Use of money and property - interest earnings	2,000	600	752	152
Other revenues			55	55
Total revenues	<u>332,600</u>	<u>295,460</u>	<u>310,724</u>	<u>15,264</u>
<b>EXPENDITURES</b>				
Current:				
General government - judicial				
Personal services and related benefits	281,660	281,660	283,562	(1,902)
Operating services	31,600	25,600	27,742	(2,142)
Materials and supplies	5,700	4,500	4,468	32
Travel and other charges	23,796	26,000	24,697	1,303
Total expenditures	<u>342,756</u>	<u>337,760</u>	<u>340,469</u>	<u>(2,709)</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(10,156)	(42,300)	(29,745)	12,555
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>50,000</u>	<u>75,481</u>	<u>75,481</u>	<u>NONE</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$39,844</u>	<u>\$33,181</u>	<u>\$45,736</u>	<u>\$12,555</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, 2010

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, 2010**

**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%

**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 one year is available. Additional information will be added after each of the next two valuations. 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, 2010

**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, 2010

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>NON SUPPORT FUND</u>	<u>TOTAL</u>
<b>UNSETTLED DEPOSITS AT BEGINNING OF YEAR</b>	<u>\$203,277</u>	<u>\$172,448</u>	<u>\$120</u>	<u>\$375,845</u>
<b>ADDITIONS</b>				
Suits and successions	163,196			163,196
Support payments			14,817	14,817
Interest earned on investments		114		114
Total additions	<u>163,196</u>	<u>114</u>	<u>14,817</u>	<u>178,127</u>
Total	<u>366,473</u>	<u>172,562</u>	<u>14,937</u>	<u>553,972</u>
<b>REDUCTIONS</b>				
Clerk's costs to General Fund	111,245		14,448	125,693
Deposits settled to:				
Litigants	18,107			18,107
Appraisers, curators, and keepers	1,400			1,400
Sheriff's fees	12,379		430	12,809
Judge's Supplemental & Comp Fund	7,615			7,615
Judicial Expense Fund	5,190			5,190
Other reductions	6,770			6,770
Total reductions	<u>162,706</u>	<u>NONE</u>	<u>14,878</u>	<u>177,584</u>
<b>UNSETTLED DEPOSITS AT END OF YEAR</b>	<u>\$203,767</u>	<u>\$172,562</u>	<u>\$59</u>	<u>\$376,388</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.

**MARY JO FINLEY, CPA, INC.**

A PROFESSIONAL CORPORATION

116 Professional Drive - West Monroe, LA 71291

Phone (318) 329-8880 - Fax (318) 329-8883

**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 the basic financial statements of the 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, 2010 and have issued my report thereon dated September 15, 2010. 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.

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered West Carroll Parish Clerk of Court's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the basic 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 over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the West Carroll Parish Clerk of Court's internal control over financial reporting.

*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.

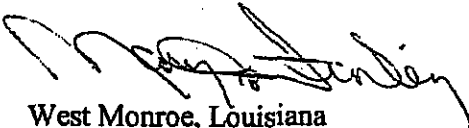
My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana  
Independent Auditor's Report on Compliance  
And Internal Control Over Financial Reporting, etc.  
June 30, 2010

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether West Carroll Parish Clerk of Court's basic financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial 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*.

This report is intended solely for the information and use of the West Carroll Parish Clerk of Court, management, and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statute 24:513(G), this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana  
September 15, 2010



WEST CARROLL PARISH CLERK OF COURT  
Oak Grove, Louisiana

Schedule of Audit Findings  
For the Year Ended June 30, 2010

**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, 2010**

**There were no findings reported in the audit report for the year ended June 30, 2009.**