_____ PARISH CLERK OF COURT

_____, Louisiana

Annual Financial Statements
As of and for the Year Ended June 30, 20__

_____ PARISH CLERK OF COURT
_____, Louisiana
Annual Financial Statements
As of and for the Year Ended June 30, 20__

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TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

_____
(Date)

Office of Legislative Auditor
Attention: Ms. Suzanne Elliott
P.O. Box 94397
1600 North Third
Baton Rouge, LA 70804-9397

Dear Ms. Elliott:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements of the _____ Parish Clerk of Court as of and for the year ended June 30, ____. The statements include all funds under the control and oversight of the clerk of court (list any exceptions). The accompanying financial statements have been prepared in accordance with accounting principles generally accepted within the United States (list any exceptions or specify "the cash basis of accounting" instead of "in accordance with generally accepted accounting principles").

Louisiana Revised Statutes 42:283-286 require the clerk of court to file annual financial reports with the parish police jury (council) and your office. The _____ Parish Clerk of Court has complied with these reporting requirements. These financial reports were submitted to the _____ Parish Police Jury and my office and included expenditures made by the clerk's of court office for the year ended December 31, _____, classified under the following headings: (1) salary of clerk of court; (2) salaries of deputies and other employees; (3) office supplies and furnishings; and (4) other expenditures.

In addition to the above, the names of all employees, including their salary or compensation paid during the fiscal year was reported to the parish police jury and my office.

Sincerely,

_____
Clerk

Enclosure

_____ **PARISH CLERK OF COURT**
_____, Louisiana

ANNUAL SWORN FINANCIAL STATEMENTS AS OF
AND FOR THE YEAR ENDED JUNE 30, 20__
WITH APPROPRIATE SUPPLEMENTAL INFORMATION

Required by Louisiana Revised Statute 24:514
to be filed with the Legislative Auditor
within 90 days after the close of the fiscal year

AFFIDAVIT

Personally came and appeared before the undersigned authority, _____ _____ (name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the _____ Parish Clerk of Court as of June 30, 20 ___ and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

_____
Signature

Sworn to and subscribed before me, this _____ day of _____, 20__.

_____
NOTARY PUBLIC

Officer _____
Address _____
_____
Telephone No. _____

REV. 6/2002

_____ PARISH CLERK OF COURT
_____, Louisiana

Management Discussion and Analysis
As of and for the Year Ended June 30, 20__

[The basic financial statements should be preceded by management's discussion and analysis (MD&A), which is required supplementary information (RSI). MD&A should provide an objective and easily readable analysis of the government's financial activities based on currently known facts, decisions, or conditions. (GASB Statement 34, ¶8)

MD&A should discuss the current-year results in comparison with the prior year, with emphasis on the current year. This fact-based analysis should discuss the positive and negative aspects of the comparison with the prior year. The use of charts, graphs, and tables is encouraged to enhance the understandability of the information. (GASB Statement 34, ¶9)

MD&A requirements established by GASB Statement 34, ¶11 (a) through (h) are discussed in general rather than specific terms to encourage financial managers to effectively report only the most relevant information and to avoid "boiler-plate" discussion. The information presented should be confined to the topics discussed. Governments can provide additional details about the required topics in (a) through (h). **Information that does not relate to the required topics should not be included in MD&A, but may be provided elsewhere, such as in the letter of transmittal or in other forms of supplementary information.** (GASB Statement 37, ¶4)

In the first period that this Statement is applied, governments are not required to restate prior periods for purposes of providing the comparative data for MD&A as required in paragraph 11. However, governments are encouraged to provide comparative analyses of key elements of total governmental funds and total enterprise funds in MD&A for that period. Also in the first year of implementation, MD&A should include a statement that, in future years, when prior-year information is available, a comparative analysis of government-wide data will be presented. (GASB Statement 34, ¶145)]

Basic Financial Statements

Statement A

_____ PARISH CLERK OF COURT
_____, Louisiana
Governmental Funds Balance Sheet/Statement of Net Assets

June 30, 20__

	General Fund	Other Funds	Total	Adjustments Note___	Statement of Activities
ASSETS					
Cash and cash equivalents	$	$	$	$	$
Investments					
Receivables					
Inventories					
Capital assets, net of accumulated					
depreciation (Note__)					
Total Assets	$	$	$	$	$
LIABILITIES					
Liabilities:					
Cash overdraft	$	$	$	$	$
Accounts payable					
Salaries and benefits payable					
Deferred revenues					
Long-term liabilities (Note__)					
Due within one year					
Due after one year					
Total Liabilities					
FUND BALANCES/NET ASSETS					
Fund balances:					
Reserved for inventories					
Unreserved, reported in:					
General Fund					
Other Funds					
Total Fund Balances					
Total Liabilities and Fund Balances					
NET ASSETS					
Invested in Capital Assets, Net of Related Debt					
Unrestricted					
Total Net Assets				$	$

The accompanying notes are an integral part of this statement.

_____ PARISH CLERK OF COURT
_____, Louisiana
GOVERNMENTAL FUNDS

Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balances/ Statement of Activities
For the Year Ended June 30, 20__

	General Fund	Other Funds	Total	Adjustments Note___	Statement of Activities
EXPENDITURES/EXPENSES					
Judiciary:					
Personal services	$	$	$	$	$
Related benefits					
Travel and professional development					
Operating services					
Supplies					
Capital Outlay					
Debt service					
Depreciation					
Other					
Total Expenditures/Expenses					
PROGRAM REVENUES					
Charges for services					
Licenses and permits					
Other charges					
Net Program Expense					
GENERAL REVENUES					
State grants					
Local grants					
Investment earnings					
Miscellaneous					
Total General Revenues					
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES					
FUND BALANCE/NET ASSETS:					
Beginning of the Year					
End of Year	$	$	$	$	$

The accompanying notes are an integral part of this statement.

Statement C

_____ PARISH CLERK OF COURT
_____, Louisiana
Statement of Fiduciary Net Assets

June 30, 20__

	Advance Deposit Fund	Registry of Court Fund	Other Fund	Total
ASSETS				
Cash and cash equivalents	$	$	$	$
Investments				
Receivables				
Total Assets				
LIABILITIES				
Liabilities:				
Accounts payable				
Held for others pending court action				
Total Liabilities				
NET ASSETS	$	$	$	$

The accompanying notes are an integral part of this statement.

Statement D

_____ PARISH CLERK OF COURT
_____, Louisiana
Statement of Changes in Fiduciary Net Assets

For the Year Ended June 30, 20__

	Advance Deposit Fund	Registry of Court Fund	Other Fund	Total
ADDITIONS				
Deposits	$	$	$	$
_____				
_____				
Total Deductions				
DEDUCTIONS				
Distributed to litigants				
_____				
_____				
Total Deductions				
CHANGE IN NET ASSETS				
Net Assets - Beginning				
Net Assets - Ending	$	$	$	$

The accompanying notes are an integral part of this statement.

Notes to the Financial Statements

_____ **PARISH CLERK OF COURT**
_____, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 20__

INTRODUCTION

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

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

B. REPORTING ENTITY

The clerk of court is an independently elected official; however, the clerk of court is fiscally dependent on the _____ Parish Police Jury. The police jury maintains and operates the parish courthouse in which the clerk of court's office is located and provides funds for equipment and furniture of the clerk of court's office. Because the clerk of court is fiscally dependent on the police jury, the clerk of court was determined to be a component unit of the _____ 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 financial reporting entity.

C. FUND ACCOUNTING

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

Governmental Funds

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

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

(Describe the purpose and use of any other governmental funds included in the accompanying statements).

Fiduciary Funds

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

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General Fund and Other Funds, of Statements A and B, are accounted for using a current financial resources measurement focus. 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 is then reconciled, through adjustment, to a government-wide view of clerk operations.

The amounts reflected in the General Fund and Other Funds, of Statements A and B, 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 available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

(This space should be used to describe when various revenues are reported. Specifically, licenses, charges for services, grants, and any other material revenues should be described.)

Expenditures

(This space should be used to describe when various expenditures are reported. Specifically, salaries and capital outlays (if any) should be described.)

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses). (Also, include when recorded.)

Deferred Revenues

Deferred revenues arise when resources are received by the clerk before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the clerk has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

Government-Wide Financial Statements (GWFS)

The column labeled Statement of Net Assets (Statement A) and the column labeled Statement of Activities (Statement B) display information about the clerk as a whole. These statements include all the financial activities of the clerk. Information contained in these columns reflect 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*.

Program Revenues - Program revenues included in the column labeled Statement of Activities (Statement B) are derived directly from clerk users as a fee for services; program revenues reduce the cost of the function to be financed from the clerk's general revenues.

Reconciliation

The reconciliation of the items reflected in the funds columns to the Statement of Activities (Statement B) and Statement of Net Assets (Statement A) are as follows:

_____	$_____
_____	$_____
_____	$_____
_____	$_____

E. BUDGETS

The clerk uses the following budget practices:

[This space should be used to describe the clerk's budget practices. The comments should include the following:

1. The budgetary calendar [specific dates or time frame for (a) when the budget is published in the official journal and made available for public inspection; (b) when the public hearing for the proposed budget was held; and (c) when the budget was adopted].

2. Whether or not appropriations (unexpended budget balances) lapse at year-end.

3. Procedures relative to outstanding encumbrances.

4. Basis of preparing and reporting the budgets and those funds not budgeted and those components excluded from the budget comparison.

5. The level of administrative authority to make changes or amendments within various budget classifications. Also, disclose if amendments have been made to the original budget and if all amendments are reflected in the budget comparison.

There should be a reconciliation of any non-GAAP budget amounts on Schedule 1 to the amounts on Statement B, using the excess of revenues and other sources over expenditures and other uses as the base of the reconciliation.]

F. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. [Include the clerk's established policy concerning which short-term, highly liquid investments it will treat as cash equivalents. For example, cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less.] Under state law, the clerk may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the clerk's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

[GASB Statement No. 31 requires the following disclosures:

1. The methods and significant assumptions used to estimate the fair value of investments, if that fair value is based on other than quoted market prices.

2. The policy for determining which investments, if any, are reported at amortized cost.

3. For any investments in external investment pools that are not SEC-registered, a brief description of any regulatory oversight for the pool and whether the fair value of the position in the pool is the same as the value of the pool shares.

4. Any involuntary participation in an external investment pool.

5. If an entity cannot obtain information from a pool sponsor to allow it to determine the fair value of its investment in the pool, the methods used and significant assumptions made in determining that fair value and the reasons for having had to make such an estimate.

6. Any income from investments associated with one fund that is assigned to another fund.

GASB Statement No. 31 requires the Clerk of Court to report investments at fair value in the balance sheet, except as follows:

1. Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, should be reported using a cost-based measure, provided that the fair value of those contracts is not significantly affected by the impairment of the credit standing of the issuer or other factors.

2. The clerk may report at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

You should refer to GASB Statement No. 31 for guidance relating to the reporting and disclosures of investments and investment income.]

H. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

I. ADVANCES TO OTHER FUNDS

Noncurrent portions of long-term interfund loan receivables are reported as advances and are offset equally by a fund balance reserve account, which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation.

J. INVENTORIES

[The accounting policies for inventory (if any) should be included here.]

K. PREPAID ITEMS

(Describe the clerk's policy for prepaid items.)

L. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost (the extent to which fixed asset costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available (or describe other method of valuation). 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 $_____ or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Description	Estimated Lives
Land improvements	___-___ years
Buildings and building improvements	___-___ years
Furniture and fixtures	___-___ years
Vehicles	___-___ years

M. COMPENSATED ABSENCES

The clerk has the following policy relating to vacation and sick leave: (If the clerk does not have a formal leave policy or the leave policy does not provide for the accumulation and vesting of leave, the notes should so state.)

The clerk's recognition and measurement criteria for compensated absences follows: [GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if *both* of the following conditions are met:

a. The employees' rights to receive compensation are attributable to services already rendered.

b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

a. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.

b. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

The current portion of the liability for compensated absences should be reported in the fund financial statements. The current portion is the amount left unpaid at the end of the reporting period that normally would be liquidated with expendable available financial resources. The remainder of the liability should be adjusted into the entity-wide column on Statements A and B.]

N. RESTRICTED NET ASSETS

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on net asset use are either:

1. externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
2. imposed by law through constitutional provisions or enabling legislation.

O. FUND EQUITY

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, ___, there was (1) no amount due the parish treasurer as this was not the last year of the clerk's four-year term of office, and no determination of the amount that will be due, if any, can be made at this time; (2) no amount due the parish treasurer as the General Fund's fund balance at June 30, ___, did not exceed one-half of the revenues of the General Fund for the last year of the clerk's four-year term of office; or (3) $_____ due the parish treasurer for the amount that the General Fund's fund balance exceeded one-half of the revenues of the clerk's last year of his four-year term of office.

P. EXTRAORDINARY AND SPECIAL ITEMS

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Clerk of Court, which are either unusual in nature or infrequent in occurrence.

Q. INTERFUND TRANSACTIONS

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transactions are reported as transfers.

R. ESTIMATES

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

2. DEFICIT FUND EQUITY

The following individual funds have deficits in unreserved fund balance (net assets) at June 30, 20__:

Fund	Deficit Amount
_____	$ _____
_____	_____
_____	_____

(Give management's actions to address these deficits.)

3. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

The following individual funds had actual expenditures over budgeted appropriations for the year ended June 30, 20__:

Fund	Original Budget	Final Budget	Actual	Unfavorable Variance
_____	$_____	$_____	$_____	$_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

[If the unfavorable variance results in a violation of the Local Government Budget Act, the Clerk of Court should identify actions taken to address such violations.]

4. CASH AND CASH EQUIVALENTS

At June 30, 20__, the Clerk of Court has cash and cash equivalents (book balances) totaling $_____ as follows:

Demand deposits	$_____
Interest-bearing demand deposits	_____
Time deposits	_____
Other	_____
Total	$_____

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

At June 30, 20__, the Clerk of Court has $_____ in deposits (collected bank balances). These deposits are secured from risk by $_____ of federal deposit insurance and $_____ of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). [If deposits are not fully secured, add the following: The remaining balance of $_____ is not secured by the pledge of securities and is a violation of state law.]

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

5. INVESTMENTS

Investments are categorized into three categories of credit risk:

1. Insured or registered, or securities held by the Clerk of Court or its agent in the clerk's name
2. Uninsured and unregistered, with securities held by the counter party's trust department or agent in the clerk's name
3. Uninsured and unregistered, with securities held by the counter party, or by its trust department or agent but not in the clerk's name

At fiscal year-end, the Clerk of Court's investment balances were as follows:

Type of Investment	Category 1	Category 2	Category 3	Carrying Amount: Fair Value	Carrying Amount: Amortized Cost	Carrying Amount: Cost	Total Carrying Amount
_____	$	$	$	$	$	$	$
_____							
_____							
_____							
Total	$	$	$				
Investments not subject to categorization:							
Deferred compensation plan							
External investment pool							
Total investments				$	$	$	$

[For an illustration of how to calculate, display, and disclose the increase or decrease in the fair value of investments, refer to Appendix C of GASB Statement No. 31.]

(This disclosure should acknowledge any violation of the state's investment laws or the clerk's investment policy and should identify actions taken to address such violations.)

6. RECEIVABLES

The receivables of $_____ at June 30, 20__, are as follows:

Class of Receivable	General Fund	Other Funds	Total
Charges for Services	$	$	$
Licenses & permits			
Other			
Total	$	$	$

(There should be a discussion of bad debt accounting and write-off policy. Also, significant receivable balances not expected to be collected within one year of the date of the financial statements should be disclosed.)

7. INTERFUND RECEIVABLES/PAYABLES

[GASB Statement No. 38 requires the following details to be disclosed for interfund balances reported in the fund financial statements:

a. Amounts due from other funds by individual major fund, nonmajor governmental funds in the aggregate, nonmajor enterprise funds in the aggregate, internal service funds in the aggregate, and fiduciary fund type
b. The purpose for interfund balances
c. Interfund balances that are not expected to be repaid within one year from the date of the financial statements.]

8. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 20__, is as follows:

Governmental Activities	Balance, July 1, 20__	Additions	Deletions	Balance, June 30, 20__
Land	$	$	$	$
Buildings				
Improvements other than buildings				
Furniture and equipment				
Total				
Less accumulated depreciation:				
Buildings				
Improvements other than buildings				
Furniture and equipment				
Total				
Capital assets, net	$	$	$	$

[For an illustration of how to calculate, display, and disclose the increase or decrease in the fair value of investments, refer to Appendix C of GASB Statement No. 31.]

(This disclosure should acknowledge any violation of the state's investment laws or the clerk's investment policy.)

9. PENSION PLAN

Plan Description. Substantially all employees of the _____ 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% of their final-average salary for each year of credited service, not to exceed 100% 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 and 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 (504) 293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25% of their annual covered salary and the _____ Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.00% 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 _____ Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 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 _____ Parish Clerk of Court's contributions to the System for the years ending June 30, ___, ____, and _____, were $_____, $_____, and $_____, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

10. OTHER POSTEMPLOYMENT BENEFITS

[GASB Statement No. 12 requires, as a minimum, the following disclosures if the Clerk of Court provides other postemployment benefits (OPEB). The disclosures may be made separately for one or more types of benefits or in the aggregate for all OPEB provided.

A. A description of the OPEB provided, employee groups covered, eligibility requirements, and the employer and participant obligations to contribute, quantified in some manner (for example, the approximate percentage of the total obligation to contribute that is borne by the employer and the participants, respectively, or the dollar or percentage contribution rates).

B. A description of the statutory, contractual, or other authority under which OPEB provisions and obligations to contribute are established.

C. A description of the accounting and financing or funding policies followed. For example, a statement that the employer's contributions are financed on a pay-as-you-go basis or are advance-funded on an actuarially determined basis. Elf OPEB are advance-funded on an actuarially determined basis, the employer should also disclose the actuarial cost method and significant actuarial assumptions (including the interest rate and, if applicable, the projected salary increase assumption and the health inflation assumption) used to determine funding requirements, and the method used to value plan assets.

D. The following expenditure/expense information, depending on how OPEB are financed:
(1) If OPEB are financed on a pay-as-you-go basis, the amount of OPEB expenditures/expenses recognized during the period by the employer (net of participant contributions); also, disclose the number of partici-pants currently eligible to receive benefits. If expenditures/expenses for OPEB cannot readily be separated from expenditures/expenses for similar types of benefits provided to active employees and their dependents, employers should use reasonable methods to approximate OPEB expenditures/expenses. If a reasonable approximation cannot be made, employers should state that OPEB expenditures/expenses cannot be reasonably estimated.
(2) If OPEB are advance-funded on an actuarially determined basis, the number of active plan participants, the employer's actuarially required and actual contributions for the period (net of contributions), the amount of net assets available for OPEB, and the actuarial accrued liability and unfunded actuarial accrued liability for OPEB according to the actuarial cost method in use.

E. A description (and the dollar effect, if measurable) of any significant matters that affect the comparability of the disclosures with those for the previous period (for example, a change in benefit provisions).

F. Any additional information that the employer believes will help users assess the nature and magnitude of the cost of the employer's commitment to provide OPEB.]

11. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of $_____ at June 30, 20__, are as follows:

	General Fund	Other Funds	Total
Salaries	$_____	$_____	$_____
Withholdings	_____	_____	_____
Accounts	_____	_____	_____
Other	_____	_____	_____
Total	$_____	$_____	$_____

12. SHORT-TERM DEBT

(GASB Statement No. 38 requires details about short-term debt activity during the year, even if no short-term debt is outstanding at year-end. Short-term debt results from borrowings characterized by anticipation notes, use of lines of credit, and similar loans. Details should include:

a. A schedule of changes in short-term debt, disclosing beginning and end-of-year balances, increases, and decreases

b. The purpose for which the short-term debt was issued.)

13. LEASES

The clerk records (does not record) items under capital leases as an asset and an obligation in the accompanying financial statements. The following is an analysis of capital leases:

Type	Recorded Amount
Buildings	$ _____
Equipment	_____
Other	_____
Total	$ _____

The following is a schedule of future minimum lease payments under capital leases, together with the present value of the net minimum lease payments, as of June 30, 20__:

	Buildings	Equipment	Other	Total
Fiscal year:				
2003	$ _____	$ _____	$ _____	$ _____
2004	_____	_____	_____	_____
2005	_____	_____	_____	_____
2006	_____	_____	_____	_____
2007	_____	_____	_____	_____
2008-2012	_____	_____	_____	_____
Total minimum lease payments	_____	_____	_____	_____
Less - amounts representing executory costs	_____	_____	_____	_____
Net minimum lease payments	_____	_____	_____	_____
Less - amounts representing interest	_____	_____	_____	_____
Present value of net minimum lease payments	$ _____	$ _____	$ _____	$ _____

The Clerk of Court has operating leases as follows:

The minimum annual commitments under non-cancelable operating leases are as follows:

	Buildings and Office Facilities	Equipment	Total
Fiscal year:			
2003	$	$	$
2004			
2005			
2006			
2007			
2008-2012			
Total	$	$	$

14. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended June 30, 20__:

	Other Debt	Compensated Absences	Lease-Purchase Agreements	Total
Long-term obligations at July 1, 20__	$	$	$	$
Additions				
Deductions				
Long term obligations at June 30, 20__	$	$	$	$

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of June 30, 20__:

	Other Debt	Compensated Absences	Total
Current portion	$	$	$
Long-term portion			
Total	$	$	$

15. INTERFUND TRANSFERS

[GASB Statement No. 38 requires the following details about interfund transfers reported in the fund financial statements:

a. Amounts transferred from other funds by individual major fund, nonmajor governmental funds in the aggregate, nonmajor enterprise funds in the aggregate, internal service funds in the aggregate, and fiduciary fund type

b. A general description of the principal purposes of the government's interfund transfers

c. The intended purpose and the amount of significant transfers that meet either or both of the following criteria:

(1) Do not occur on a routine basis—for example, a transfer to a wastewater enterprise fund for the local match of a federal pollution control grant
(2) Are inconsistent with the activities of the fund making the transfer—for example, a transfer from a capital projects fund to the general fund.]

16. RELATED PARTY TRANSACTIONS

(FASB 57 requires the disclosure of the description of the relationship, the transactions, the dollar amount of the transactions, and any amounts due to or from that result from related party transactions. List all related party transactions.)

17. RISK MANAGEMENT

[The following information should be disclosed, if applicable:

1. A description of the risks of loss to which the _____ is exposed and the way(s) in which those risks of loss are handled (for example, purchase of commercial insurance, participation in a public entity risk pool, risk retention).

2. A description of significant reductions in insurance coverage from coverage in the prior year by major categories of risk. Also indicate whether the amount of settlements exceeded insurance coverage for each of the past three fiscal years.

3. If the _____ participates in a risk pool, a description of the nature of the participation, including the rights and the responsibilities of both the entity and the pool.

4. If the _____ retains the risk of loss:

- The basis for estimating the liabilities for unpaid claims, including the effects of specific, incremental claim adjustment expenditures/expenses, salvage, and subrogation, and whether other allocated or unallocated claim adjustment expenditures/expenses are included.
- The carrying amount of liabilities for unpaid claims that are presented at present value in the financial statements and the range of discount rates used to discount those liabilities.
- The aggregate outstanding amount of claims liabilities for which annuity contracts have been purchased in the claimants' names and for which the related liabilities have been removed from the balance sheet. (Annuity contracts used to settle claims for which the claimant has signed an agreement releasing the entity from further obligation and for which the likelihood that the pool will be required to make future payments on those claims is remote should not be included in this disclosure.)
- A reconciliation of changes in the aggregate liabilities for claims for the current fiscal year and the prior fiscal year, in the following tabular format:
- Amount of claims liabilities at the beginning of each fiscal year.
- Incurred claims, representing the total of a provision for events of the current fiscal year and any change (increase or decrease) in the provision for events of prior fiscal years.
- Payments of claims attributable to events of both the current fiscal year and prior fiscal years.
- Other. (Provide an explanation of each material item.)
- Amount of claims liabilities at the end of each fiscal year.]

(For additional information and example note disclosures, refer to GASB Codification Section C50.)

18. LITIGATION AND CLAIMS

At June 30, 20__, the Clerk of Court is involved in _____ lawsuits or is aware of claims totaling $_____, which are not covered by insurance. Of this amount, $_____ has been recorded as a liability. The ultimate resolution of the remaining amount would not materially affect the financial statements in the estimation of the legal advisor for the Clerk of Court (or the legal advisor is unable to estimate the ultimate resolution of such matters).

19. ON-BEHALF PAYMENTS

(Note to the preparer of the financial statements: GASB Statement 24 requires that on-behalf payments for fringe benefits and salaries be recognized as revenue and expenditures or expenses and that the notes to the financial statements disclose the amounts recognized. On-behalf payments include pension plan contributions, employee health and life insurance premiums, and salary supplements or stipends. You should refer to GASB Statement 24 for guidance relating to the recognition and measurement of on-behalf payments for fringe benefits and salaries.)

20. SUBSEQUENT EVENTS

(A reporting government should disclose any material event affecting it that occurs between the close of the fiscal period and issuance of the financial statements.)

21. OTHER FUNDS

The following summarizes the activities occurring within other funds.

Balance Sheet, June 30, 20__

	Fund _____	Fund _____	Fund _____	Total
Assets	$	$	$	$
Cash and cash equivalents				
Investments				
Receivables				
Inventories				
Total Assets	$	$	$	$
Liabilities				
Cash overdraft	$	$	$	$
Accounts payable				
Total Liabilities				
Fund Balances/				
Reserved For Inventory				
Unreserved reported in:				
Debt service fund				
Capital projects fund				
Total Fund Balances				
Total Liabilities And Fund Balances	$	$	$	$

Statement of Revenues, Expenditures and Changes in Fund Balance, June 30, 20__

	Fund _____	Fund _____	Fund _____	Total
Expenditures/expenses- clerk services				
Salaries and related benefits	$	$	$	$
Other operating expenses				
Debt service				
Capital outlay				
Other				
Total expenditures/expenses				
Program Revenues				
General Revenues				

Excess (deficiency) of revenues over expenditures				
Fund balance:				
Beginning of the year				
End of the year	$	$	$	$

Required Supplemental Information

Schedule 1

_____ PARISH CLERK OF COURT
_____, Louisiana
GOVERNMENTAL FUND - GENERAL FUND

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP/Non-GAAP Basis) and Actual
For the Year Ended June 30, 20__

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts Budgetary Basis	Budget to GAAP Differences Over(Under)	Actual Amount GAAP Basis
REVENUES					
_____	$	$	$	$	$
_____					
_____					
_____					
_____					
_____					
_____					
_____					
_____					
Total revenues					
EXPENDITURES					
_____					
_____					
_____					
_____					
_____					
_____					
_____					
_____					
_____					
Total expenditures					
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES					
OTHER FINANCING SOURCES (Uses)					
_____					
_____					
Total other financing sources (uses)					
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES					
FUND BALANCE (Deficit) AT BEGINNING OF YEAR					
FUND BALANCE (Deficit) AT END OF YEAR	$	$	$	$	$

EXPLANATION OF DIFFERENCES:
(1)
(2)
Net increase in fund balance--budget to GAAP $ _____

The accompanying notes are an integral part of this statement.

Other Supplemental Information

PRIOR AUDIT FINDINGS

The follow-up and corrective action taken on all prior audit findings is presented in the summary schedule of prior audit findings (Schedule 2).

CURRENT AUDIT FINDINGS

The corrective action plan for current year audit findings is presented in Schedule 3.

_____ PARISH CLERK OF COURT
_____, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 20__

Ref. No.[1]	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken (Yes, No, Partially)	Planned Corrective Action/Partial Corrective Action Taken[2&3]
Section I - Internal Control and Compliance Material to the Financial Statements:				
Section II - Management Letter:				

Note: This summary schedule of prior audit findings should include all prior audit findings and management letter comments. This includes internal control findings and compliance findings. If no findings have been reported under a specific section, the schedule should so state.

In addition, this summary schedule should include audit findings reported in the prior audit's summary schedule of prior audit findings, except those audit findings listed as corrected or no longer valid or not warranting further action.

1 Reference numbers the auditor assigns to the audit finding.

2 When audit findings are not corrected or are only partially corrected, the planned corrective action as well as any partial corrective action taken should be described.

3 Additional explanation is required when:

- Corrective action taken is significantly different from corrective action previously reported.
- Management believes the audit findings are no longer valid or do not warrant further action.

_____ PARISH CLERK OF COURT
_____, Louisiana

Corrective Action Plan for
Current Year Audit Findings
For the Year Ended June 30, 20__

Ref. No.[1]	Description of Finding	Corrective Action Planned[2]	Name(s) of Contact Person(s)[3]	Anticipated Completion Date
Section I - Internal Control and Compliance Material to the Financial Statements:				
Section II - Management Letter:				

Note: This schedule should be completed at the completion of the audit and include all current audit findings and management letter comments. This includes internal control findings and compliance findings.

If management does not agree with the audit findings or believes corrective action is not required, then the corrective action plan should include an explanation and specific reasons.

1 Reference numbers the auditor assigns to the audit finding.

2 Management should clearly state the actions taken to date or its intended actions. The actions should be listed in detail.

3 Name(s) of contact person(s) responsible for corrective action.