

Morhouse Parish Constable
Ward or District 9
Bastrop La (City, Parish) Louisiana
Morhouse

TRANSMITTAL LETTER
ANNUAL FINANCIAL STATEMENTS

(Date) 6/5/2020
Resort

Ms. Gayle Fransen
Engagement Manager
Office of Legislative Auditor
1600 North Third Street (70802)
P.O. Box 94397
Baton Rouge, LA 70804-9397

Dear Ms. Fransen:

In accordance with Louisiana Revised Statute 24:513, enclosed are my notarized affidavit, and financial statements as of and for the year ended December 31, 2019, or for the partial year beginning on Jan 1, 2019 and ending on Dec 31, 2019. The financial statements include all funds under the control and oversight of the court and have been prepared on the cash basis of accounting.

Sincerely,

Donna Otter
Constable

Enclosures

PLEASE RETAIN A COPY OF THE COMPLETED FINANCIAL STATEMENT FOR YOUR RECORDS

Please return the completed form by March 31 to Louisiana Legislative Auditor - Local Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397

Morehouse Parish Constable
of Ward or District 9
Bastrop (City) Louisiana

Financial Statements
As of and for the Year December 31, 2019

Required by Louisiana Revised Statutes 24:513 and 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, Constable (your name) Donna Atkins, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Court of Morehouse Parish, Louisiana, as of December 31, 2019, and the results of operations for the year then ended, on the cash basis of accounting.

In addition, (your name) Donna Atkins, who duly sworn, deposes, and says that the Constable of Ward or District 9 and Morehouse Parish received \$200,000 or less in revenues and other sources for the year ended December 31, 2019, and accordingly, is required to provide a sworn financial statement and affidavit and is not required to provide for an audit, review/attestation, or compilation report for the previously mentioned fiscal year.

Donna Atkins
Signature of Constable

Sworn to and subscribed before me, this 5 day of June, 2020

Barbara H. Andrews
NOTARY PUBLIC SIGNATURE & SEAL

BARBARA H. ANDREWS
NOTARY PUBLIC # 15484
STATE OF LOUISIANA

My Commission Expires with Life.

For Office Use Only:	Please Complete this Section:
Under provisions of state law, this report will become a public document on the Monday following the release date. A copy of the report will be submitted to appropriate public officials and be 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.	Constable's Name <u>Donna Atkins</u>
Release Date <u>7/29/2020</u>	Address <u>16162 Old Bertram Rd</u>
	City, Zip Code <u>Bastrop La 71220</u>
	Email Address <u>donnaatkins70@gmail.com</u>
	Cell Phone <u>318-282-2794</u>
	Land/Fax No. <u>318-281-4916</u>

Please return the completed form by March 31 to Louisiana Legislative Auditor - Local
Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397

Revised: 2/5/2018

Donna ATKINS (Constable Name)
Morhous Parish Constable
of Ward or District 9
Bastrop (City) Louisiana

Statement of Cash Receipts and Disbursements
For the Year Ended December 31, 2019

	General Fund	Garnishment Fund Activity
CASH RECEIPTS:		
1. State & Parish salary (See Constable W-2 Form, Box f)	<u>1. 700</u>	
2. Fees collected (if collected) (include litter court fees)	<u>2.</u>	
3. Garnishments collected (if applicable)		<u>3.</u>
4. Other	<u>4.</u>	
5. Total cash receipts. Add lines 1 through 4	<u>5. 700</u>	
CASH DISBURSEMENTS:		
6. Cost of equipment purchased (fax machine, etc.)	<u>6.</u>	
7. Materials and supplies (stationery, postage, etc.)	<u>7.</u>	
8. Travel and other charges		
8a. For yourself	<u>8a.</u>	
8b. For employees (if applicable)	<u>8b.</u>	
9. Other operating expenses (rent, utilities, phone/fax line, etc.)	<u>9. 700</u>	
10. Garnishments paid to others [From total collections on Line 3]		<u>10.</u>
11. Total disbursements (add lines 6-10)	<u>11. 700</u>	
12. Balance Available (loss) for payment of salaries (General Fund: Line 5 less Line 11; Garnishment Fund Activity: Line 3 less Line 10)	<u>12. 0</u>	<u>12.</u>
Salary and related benefits:		
13. Amount retained by yourself from line 12 (copy to line 1, Statement C)	<u>13.</u>	<u>13.</u>
14. Amount paid to employees (if applicable)	<u>14.</u>	<u>14.</u>
15. Total salaries paid (add lines 13 and 14)	<u>15.</u>	<u>15.</u>
FUND BALANCE**		
16. Increase (decrease) in fund balance, may be \$0 (line 12 less line 15)	<u>16. 0</u>	<u>16.</u>
17. Fund Balance at beginning of the year, may be \$0 (Ending Fund balance from last year's report)	<u>17.</u>	<u>17.</u>
18. Fund balance (deficit) at end of the year, may be \$0 (Add lines 16 and 17)	<u>18. 0</u>	<u>18.</u>

**Fund Balance = Amount Received minus Amount Spent. If lines 16 - 18 are zero, go to statement C, page 5.

Please return the completed form by March 31 to Louisiana Legislative Auditor - Local
Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397

Donna Atkins (Constable Name)
Morehouse Parish Constable
of Ward or District 9
BASTROP (City) Louisiana

**Schedule of Compensation, Benefits and Other Payments to the Constable
For the 12 Months Ended December 31, 2019**

Purpose	Dollar Amount
1. Salary (Enter total of both columns from line 13, Statement A)	1. <u>700</u>
2. Benefits-insurance	2. <u>0</u>
3. Benefits-retirement	3. <u>0</u>
4. Benefits-other (describe)	4. <u>0</u>
5. Benefits-other (describe)	5. <u>0</u>
6. Benefits-other (describe)	6. <u>0</u>
7. Car allowance	7. <u>0</u>
8. Vehicle provided by government (if reported on form W-2)	8. <u>0</u>
9. Per diem	9. <input checked="" type="checkbox"/>
10. Reimbursements**	10. <u>0</u>
11. Travel	11. <u>0</u>
12. Registration fees**	12. <u>0</u>
13. Conference travel	13. <u>0</u>
14. Housing	14. <u>0</u>
15. Unvouchered expenses	15. <u>0</u>
16. Special meals	16. <u>0</u>
17. Other	17. <u>0</u>
18. TOTAL (enter total of lines 1-17)	18. <u>700</u>

**Line 10: If you attended JPC Training Conference during the year being reported, add total reimbursements paid by your parish for hotel, meals, mileage, etc.

Line 12: Registration fees for the conference paid by your parish.

Lines 10 and 12 will be zero if you did NOT attend the conference.

Please return the completed form by March 31 to Louisiana Legislative Auditor - Local Government Services,
Post Office Box 94397, Baton Rouge, LA 70804-9397