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

De Soto Parish Justice of the Peace  
of Ward or District 1  
Logansport (City) Louisiana

Financial Statements  
As of and for the Year Ended December 31, 2017

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, Justice of the Peace (your name) Helen Y Holmes, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Court of De Soto Parish, Louisiana, as of December 31, 2017, and the results of operations for the year then ended, on the cash basis of accounting.

In addition, (your name) Helen Y Holmes, who duly sworn, deposes, and says that the Justice of the Peace of Ward or District 1 and De Soto Parish received \$200,000 or less in revenues and other sources for the year ended December 31, 2017, 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.

Helen Y Holmes  
Signature of JP

Sworn to and subscribed before me, this 1<sup>ST</sup> day of March 2018

Gloria J. McPheerson  
Notary Public # 35652  
Desoto Parish, LA  
Commission For Life

Gloria J McPheerson  
NOTARY PUBLIC SIGNATURE & SEAL



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.	JP's Name <u>Helen Y Holmes</u>
Release Date <u>APR 11 2018</u>	Address <u>182 Helen Lane</u> <u>Logansport LA 71049</u>
	City, Zip Code <u>SSA Helen@AOL.com</u>
	Email Address <u>318-469-7299</u>
	Cell Phone <u>Landline 318 697-5707</u>

**Statement A**  
**(Required)**  
Page 3

Walter G. Palmer (JP Name)  
DeSoto Parish Justice of the Peace  
of Ward or District 1  
Bayouport, LA (City) Louisiana

**Statement of Cash Receipts and Disbursements**  
**For the Year Ended December 31, 2017**

	General Fund
<b>CASH RECEIPTS:</b>	
1. State & Parish salary (See JP W-2 Form, Box 1)	1. <u>8,400.00</u>
2. Total Fees collected (if applicable) - include litter court fees	2. <u>2900.00</u>
3. Other <u>See Schedule C</u>	3. <u>872.77</u>
4. <b>Total cash receipts</b> (add lines 1-3)	4. <u>10,172.77</u>
<b>CASH DISBURSEMENTS:</b>	
5. Fees paid to constable (Out of Total Fees collected from line 2)	5. <u>400.00</u>
6. Cost of equipment purchased (fax machine, etc.)	6. <u><del>750</del> 350.00</u>
7. Materials and supplies (stationery, postage, etc.)	7. <u>150.00</u>
8. Travel and other charges	
8a. For yourself <u>See Schedule C</u>	8a. <u>872.77</u>
8b. For employees (not for Constable)	8b. <u>0</u>
9. Other operating expenses (rent, utilities, phone/fax line, etc.)	9. <u>0</u>
10. <b>Total disbursements</b> (add lines 5-9)	10. <u>1,772.77</u>
11. Balance Available (loss) for payment of salaries [(line 4 less Line 10)]	11. <u>8,400.00</u>
Salary and related benefits:	
12. Amount retained by yourself from line 11 (Also copy to line 1, Statement C)	12. <u>8,400.00</u>
13. Amount paid to employees (not to your Constable)	13. <u>0</u>
14. <b>Total salaries paid</b> (add Lines 12 and 13)	14. <u>8,400.00</u>
<b>FUND BALANCE **</b>	
15. Increase (or decrease) in fund balance - may be \$0 (line 11 less line 14)	15. <u>0</u>
16. Fund Balance at beginning of the year - may be \$0 (Ending Fund balance from last year's report)	16. <u>0</u>
17. Fund Balance (or deficit) at end of the year - may be \$0 (add lines 15 and 16)	17. <u>0</u>

\*\*Fund Balance = Amount Received minus Amount Spent. If lines 15 - 17 are zero, go to statement C, page 5.

**Schedule of Compensation, Benefits and Other Payments to the Justice of the Peace**  
 For the 12 Months Ended December 31, 2017

Statement C

Purpose	Dollar Amount
1. Salary (Enter amount from line 12 of statement A)	1. <u>8100.00</u>
2. Benefits-insurance	2. <u>X</u>
3. Benefits-retirement	3. <u>X</u>
4. Benefits-other (describe)	4. <u>X</u>
5. Benefits-other (describe)	5. <u>X</u>
6. Benefits-other (describe)	6. <u>X</u>
7. Car allowance	7. <u>X</u>
8. Vehicle provided by government (if reported on form W-2)	8. <u>X</u>
9. Per diem	9. <u>X</u>
10. Reimbursements** <u>Meals</u>	10. <u>45.00</u>
11. Travel	11. <u>X</u>
12. Registration fees**	12. <u>185.00</u>
13. Conference travel	13. <u>250.92</u>
14. Housing ( <u>Hotel</u> )	14. <u>311.85</u>
15. Unvouchered expenses (example: travel advances, etc.)	15. <u>X</u>
16. Special meals	16. <u>X</u>
17. Other <u>Association Dues</u>	17. <u>30.00</u>
18. TOTAL (enter total of lines 1-17)	18. <u>9872.79</u>

*Helon Y. Holmes  
 De Soto Parish  
 Justice of the Peace  
 District 1 Bogalusa, LA*

\*\*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.

Page A-1

**Instructions for Filling Out Sworn Financial Statements for Legislative Auditor—Justices of the Peace**

The enclosed financial statements have five pages.

**Page 1: Transmittal letter** tells the Legislative Auditor which justice of the peace you are. Also space is provided to indicate if you served as JP for partial year. PLEASE COMPLETE.

**Page 2: Affidavit**, where you affirm that your JP office DID NOT receive more than \$200,000 in revenues during the year. If your revenues are more than \$200,000, please contact us immediately. PLEASE COMPLETE - REQUIRED.

**Page 3: Statement A.** Tells the Legislative Auditor how much money your JP office took in and paid out during the year. PLEASE COMPLETE THIS FORM.

**Page 4: Statement B.** You will only fill this out if you take in more money than you pay out from your JP office during the year. NORMALLY NOT REQUIRED

**Page 5: Statement C.** It is a schedule of all compensation, benefits, and other payments made to the JP. It is required by Act 706 of the 2014 Legislative Session. PLEASE COMPLETE THIS FORM.

Instructions to Prepare Statement A: [PAGE 3]