

St. Helena Parish Justice of the Peace
of Ward or District 3/1
Greensburg (City) Louisiana

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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) Tundra D. Muse, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Court of St. Helena 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) Tundra D. Muse, who duly sworn, deposes, and says that the Justice of the Peace of Ward or District 3/1 and St. Helena 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.

Tundra D. Muse
Signature of JP

Sworn to and subscribed before me, this 27 day of February, 2018

Thomas J. Webb
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. APR 11 2018 Release Date	JP's Name <u>Tundra D. Muse</u>
	Address <u>113 Cotton Lane</u>
	City, Zip Code <u>Greensburg Louisiana</u>
	Ph: Cell / Land <u>225-231-0363</u>
	Fax Number
	Email Address <u>street@erdy.com</u>

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

Linda D. Muse (JP Name)
S. Helena Parish Justice of the Peace
of Ward or District 311
Greensburg (City) Louisiana

Statement of Cash Receipts and Disbursements
For the 12 Months Ended December 31 2017

CASH RECEIPTS:

- 1. State & Parish salary *(required information, on W-2 Form)*
- 2. Total Fees collected (if collected) (include litter court fees)
- 3. Other _____
- 4. Total cash receipts (add lines 1-3)

	General Fund
1.	6000.00
2.	0.00
3.	0.00
4.	6000.00

CASH DISBURSEMENTS:

- 5. Fees paid to constable (Out of Total Fees collected from line 2)
- 6. Cost of equipment purchased (fax machine, etc.)
- 7. Materials and supplies (stationery, postage, etc.)
- 8. Travel and other charges
 - 8a. For yourself
 - 8b. For employees (not for Constable)
- 9. Other operating expenses (rent, utilities, phone/fax line, etc.)
- 10. Total disbursements (add lines 5-9)
- 11. Balance Available (loss) for payment of salaries [line 4 less Line 10]

5.	900.00
6.	0.00
7.	0.00
8a.	0.00
8b.	0.00
9.	0.00
10.	900.00
11.	N/A

Salary and related benefits:

- 12. Amount retained by yourself from line 11 as salary
- 13. Amount paid to employees (not to your Constable)
- 14. Total salaries paid (add Lines 12 and 13)

12.	0.00
13.	0.00
14.	0.00

FUND BALANCE

- 15. Increase (or decrease) in fund balance – may be \$0 (line 11 less line 14)
- 16. Fund Balance at beginning of the year – may be \$0 (Ending Fund balance from last year's report)
- 17. Fund Balance (or deficit) at end of the year – may be \$0 (add lines 15 and 16)

15.	0.00
16.	0.00
17.	0.00

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Statement B

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Lundra D. Muse (JP Name)
St. Helena Parish Justice of the Peace
 of Ward or District 3-1
Greensburg (City) Louisiana

Balance Sheet, on December 31, 2017

	<u>General Fund</u>
ASSETS:	
1. Cash	1. <u>0.00</u>
2. Investments	2. <u>0.00</u>
3. Office furnishings (Cost of desks, etc.)	3. <u>0.00</u>
4. Equipment (Cost of fax machine, etc.)	4. <u>0.00</u>
5. Total Assets (add lines 1 - 4)	5. <u>0.00</u>
LIABILITIES AND FUND BALANCE:	
Liabilities:	
6. Cash overdraft	6. <u>0.00</u>
7. Other liabilities	7. <u>0.00</u>
8. Total Liabilities (add lines 6 - 7)	8. <u>0.00</u>
Fund Balances:	
9. Ending Fund balance (from line 17, Statement A)	9. <u>0.00</u>
10. Other	10. <u>0.00</u>
11. Total Liabilities and Fund Balance (add lines 8 - 10)	11. <u>0.00</u>

Note: Line 5 (Total Assets) should equal Line 11 (Total Liabilities and Fund Balance)

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Tundra D. Muse (JP Name)
St. Helena Parish Justice of the Peace
 of Ward or District 3-1
Greensburg (City) Louisiana

Schedule of Compensation, Benefits and Other Payments to the Justice of the Peace

Purpose	Dollar Amount
1. Salary - Amount from line 1 of statement A	1. 6000.00
2. Benefits-insurance	2. 0.00
3. Benefits-retirement	3. 0.00
4. Benefits-other (describe)	4. 0.00
5. Benefits-other (describe)	5. 0.00
6. Benefits-other (describe)	6. 0.00
7. Car allowance	7. 0.00
8. Vehicle provided by government (if reported on form W-2)	8. 0.00
9. Per diem	9. 0.00
10. Reimbursements	10. 0.00
11. Travel	11. 0.00
12. Registration fees	12. 0.00
13. Conference travel	13. 0.00
14. Housing	14. 0.00
15. Unvouchered expenses (example: travel advances, etc.)	15. 0.00
16. Special meals	16. 0.00
17. Other	17. 0.00
18. TOTAL (enter total of lines 1-17)	18. 6000.00

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