

# Justice of the Peace – Sworn Financial Statement

LEGISLATIVE AUDITOR  
2025 MAR 14 AM 9:31

Name: Melanie Jordan  
Ward/District: 3 Parish: Bienville  
Physical Address: 4281 Hwy 507 Jamestown, LA 71045  
Telephone: 318-268-0209 Email: melanie-s-jordan@yahoo.com

*This annual sworn financial statement is required to be filed by March 31 with the Legislative Auditor by sending a pdf copy by email to [ereports@lla.la.gov](mailto:ereports@lla.la.gov), by faxing to 225-339-3986, or mailing to Louisiana Legislative Auditor – Local Government Services, P.O. Box 94397, Baton Rouge, LA 70804-9397.*

## AFFIDAVIT

Personally came and appeared before the undersigned authority, Justice of the Peace (your name) Melanie Jordan, who, duly sworn, deposes and says that the financial statements herewith given presents fairly the financial position of the Court of Bienville Parish, Louisiana, as of December 31, 2024, and the results of operations for the year then ended, on the cash basis of accounting.

In addition, (your name) Melanie Jordan, who duly sworn, deposes, and says that the Justice of the Peace of Ward or District 3 and Bienville Parish received \$200,000 or less in revenues and other sources for the year ended December 31, 2024, and accordingly, is required to provide a sworn financial statement and affidavit and is not required to provide for a compilation report for the previously mentioned fiscal year.

Melanie Jordan  
JP SIGNATURE

Sworn to and subscribed before me, this 8<sup>th</sup> day of March, 2025

Sharon L. Swearingen JP14-01  
NOTARY PUBLIC SIGNATURE

# Justice of the Peace - Sworn Financial Statement/Compensation Schedule

Year: 2024 ; JP Name / Parish: Bienville

Melanie Jordan - JP 7-03

Amount

## Receipts/Supplemental Report

Enter the amount of your State/Parish Salary from JP W-2 Form, Box 1 (do NOT send your W-2 form to the Legislative Auditor).

If you collected any fees as JP, enter the amount. (cases fees, notary, weddings)

If the parish paid conference fees directly to the Attorney General for you, enter the amount the parish paid.

If you paid conference fees to the Attorney General and you were reimbursed for them (and/or reimbursed for conference-related travel expenses), enter the amount reimbursed.

If you collected any other receipts as JP (e.g., benefits, housing, unvouchered expenses, per diem), describe them and enter the amount:

Type of receipt \_\_\_\_\_

Type of receipt \_\_\_\_\_

4240.00
1940.00
—
1161.00

—
—

## Expenses

If you paid any fees you collected to your constable, enter the amount paid.

If you have employees (not your constable), enter the amount you paid them in salary/benefits.

If you had any travel expenses as JP (including travel that was reimbursed), enter the amount paid.

If you had any office expenses such as rent, utilities, supplies, etc., enter the amount paid.

If you had any other expenses as JP, describe them and enter the amount:

Type of expense New Computer + Keyboard, Office Supplies

Type of expense Phone Bill, classes, food, advertising

430.00
—
—
—

1050.67
3208.29

## Remaining Funds

If JPs have any cash left over after paying the expenses above, the remaining cash is normally kept by the JP as his/her salary. If you have cash left over that you do NOT consider to be your salary, please describe below.

None

## Fixed Assets, Receivables, Debt, or Other Disclosures

JPs normally do not have fixed assets, receivables, debt, or other disclosures associated with their JP office. If you do have fixed assets, receivables, debt, or other disclosures required by state or federal regulations, please describe below.

None