

St. James Parish Constable  
Ward or District 5<sup>th</sup>  
St. James (City, Parish) Louisiana

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

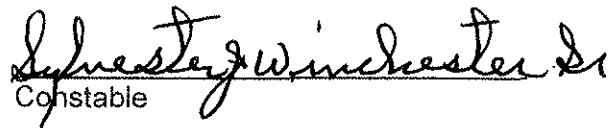
(Date) March 1 2020

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 January 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,

  
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

Revised: 2/5/2018

ST. James Parish Constable  
of Ward or District 5<sup>th</sup>  
ST. James Parish (City) Louisiana

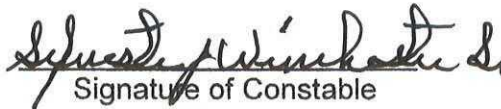
Financial Statements  
As of and for the Year December 31, 2019

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) Sylvester Winchester Sr., who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Court of ST. James 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) Sylvester Winchester Sr. who duly sworn, deposes, and says that the Constable of Ward or District 5<sup>th</sup> and ST. James 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.

  
Signature of Constable

Sworn to and subscribed before me, this 1 day of March, 2020



NOTARY PUBLIC SIGNATURE & SEAL

Trina F. Moll, JP-47-05

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.  Release Date _____	Constable's Name <u>Sylvester Winchester Sr.</u>
	Address <u>15290 BARRAS ST.</u>
	City, Zip Code <u>ST. James, LA. 70086</u>
	Email Address _____
	Cell Phone <u>(225) 323-1507</u>
	Land/Fax No. <u>(225) 265-3010</u>

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Revised: 2/5/2018

Sylvester Winchester Sr. (Constable Name)  
St. James Parish Constable  
 of Ward or District 5<sup>th</sup>  
St. James Parish (City) Louisiana

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

**CASH RECEIPTS:**

	<u>General Fund</u>	<u>Garnishment Fund Activity</u>
1. State & Parish salary (See Constable W-2 Form, Box 1)	<u>1,540.00</u>	
2. Fees collected (if collected) (include litter court fees)	<u>2,380.00</u>	
3. Garnishments collected (If applicable)		<u>3,407.92</u>
4. Other _____	<u>4.00</u>	
5. Total cash receipts. Add lines 1 through 4	<u>5,136.00</u>	

**CASH DISBURSEMENTS:**

6. Cost of equipment purchased (fax machine, etc.)	<u>6.385.00</u>	
7. Materials and supplies (stationery, postage, etc.)	<u>7.915.00</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>9.785.00</u>	
10. Garnishments paid to others [From total collections on Line 3]		<u>10,4143.44</u>
11. Total disbursements (add lines 6-10)	<u>11.6228.44</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>12.7379.48</u>	<u>12.264.48</u> = <u>7,643.96</u> <span style="float: right;">TOTAL</span>

Salary and related benefits:

13. Amount retained by yourself from line 12 (copy to line 1, Statement C)	<u>13.5400.00</u>	13. _____
14. Amount paid to employees (if applicable)	<u>14.2,200.00</u>	14. _____
15. Total salaries paid (add lines 13 and 14)	<u>15.7,600.00</u>	15. _____

**FUND BALANCE\*\***

16. Increase (decrease) in fund balance, may be \$0 (line 12 less line 15)	<u>16. 43.96</u>	16. _____
17. Fund Balance at beginning of the year, may be \$0 (Ending Fund balance from last year's report)	<u>17. _____</u>	17. _____
18. Fund balance (deficit) at end of the year, may be \$0 (Add lines 16 and 17)	<u>18. _____</u>	18. _____

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

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Sylvester Winchester Sr. (Constable Name)  
St. James Parish Constable  
of Ward or District 5<sup>th</sup>  
St. James Parish (City) Louisiana

Balance Sheet, on December 31, 2019

	General Fund	Garnishment Fund (if applicable)	Total
<b>ASSETS:</b>			
1. Cash	1.		1.
2. Investments	2.		2.
3. Office furnishings (Cost of desks, etc.)	3.		3.
4. Equipment (Cost of fax machine, etc.)	4.		4.
5. Total Assets (add lines 1 - 4)	5.	5.	5.
<b>LIABILITIES AND FUND BALANCE:</b>			
Liabilities:			
6. Cash overdraft	6.		6.
7. Garnishments due to others		7.	7.
8. Other liabilities	8.		8.
9. Total Liabilities (add lines 6 - 8)	9.	9.	9.
Fund Balances:			
10. Ending Fund balance (from line 18, Statement A)	10.	10.	10.
11. Other -	11.		11.
12. Total Liabilities and Fund Balance (add lines 9 - 11)	12.	12.	12.

Note: Line 5 (Total Assets) should equal Line 12 (Total Liabilities and Fund Balance)  
Statement B Is Completed If You Have a Balance Remaining On Line 18 Of Statement A

Sylvester Winchester Sr (Constable Name)  
St. James Parish Constable  
 of Ward or District 5th  
St. James Parish (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>5,400.00</u>
2. Benefits-insurance	2.
3. Benefits-retirement	3.
4. Benefits-other (describe)	4.
5. Benefits-other (describe)	5.
6. Benefits-other (describe)	6.
7. Car allowance	7.
8. Vehicle provided by government (if reported on form W-2)	8.
9. Per diem	9.
10. Reimbursements**	10. <u>✓</u>
11. Travel	11.
12. Registration fees**	12. <u>✓</u>
13. Conference travel	13.
14. Housing	14.
15. Unvouchered expenses	15.
16. Special meals	16.
17. Other	17.
18. TOTAL (enter total of lines 1-17)	18.

\*\*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.

Did NOT Attend The Conference.