

Piney Hills Louisiana Master Gardeners (Entity Name)

Minden, Webster Parish, Louisiana (City, Parish/State)

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

(Date) 3/27/20

Ms. Gayle Fransen
Engagement Manager
Louisiana Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70802

Dear Ms. Fransen:

In accordance with Louisiana Revised Statute 24:513, enclosed are the Affidavit and Revenue Certification Form and the annual financial statements for my entity, as of and for the year ended 12/31/19

(entity's year-end). The statements include all funds under the control of this entity. The accompanying financial statements have been prepared on the cash basis of accounting.

Please return the completed form within 90 days of your entity's year-end to Louisiana Legislative Auditor – Local Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397 - Updated 8/3/16

Sincerely,



Officer's Signature

Emmett F. Jones, III

Officer's Name

Enclosures

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

Affidavit and Revenue Certification

Piney Hills Louisiana Master Gardeners ENTITY NAME
Webster Parish
Minden, Louisiana (City), State

**ANNUAL SWORN FINANCIAL STATEMENTS AND
CERTIFICATION OF REVENUES \$75,000 OR LESS** (if applicable)

The annual sworn financial statements are *required* by Louisiana Revised Statute 24:514 *to be filed with the Legislative Auditor within 90 days after the close of the fiscal year.* The certification of revenues of \$75,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(J)(1)(c)(i)(aa).

Personally came and appeared before the undersigned authority, Emmett F. Jones, III (enter officer name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Piney Hills Louisiana Master Gardeners (enter entity name) as of 12/31/19 (entity's year-end), and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

(Complete if applicable)

In addition, Emmett F. Jones, III, (officer name), who, duly sworn, deposes and says that Piney Hills Louisiana Master Gardeners (entity name) received \$75,000 or less in revenues and other sources for the year ended 12/31/19, and accordingly, is not required to have an audit for the previously mentioned year.



Officer's Signature

Sworn to and subscribed before me this 27 day of March, 2020.



Susan Reeves 49866
Susan Reeves
NOTARY PUBLIC SIGNATURE & SEAL

For Office Use Only

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 Louisiana Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date _____

Please Complete This Section

Officer's Name EMMETT F. JONES, III
Officer's Title TREASURER
Address 846 EVERGREEN SCHOOL RD
City, Zip MINDEN, LA 71055
Ph: Cell/Land 318-626-8069
E-mail KSEFJ@OUTLOOK.COM

Piney Hills Louisiana Master Gardeners

(Agency Name)

Statement of Cash Receipts and Disbursements

For the Year Ended 12/31/19

(Year-End)

	General	Other	
	Fund	Fund	Total
RECEIPTS (Provide Brief Description):			
1. Corporate Donations	\$ 271.12	\$	\$
2. Tourism Bureau Donation	2000.00		
3. Sale of Misc. Gardening Supplies	33.00		
4. Misc. Income – Admission to programs, Sales of items at programs,	3603.67		
5. Total from Continuation sheet	4289.00		
6. Total receipts (add lines 1 - 5)	10196.79	\$	\$

DISBURSEMENTS (Provide Brief Description):

7. Chamber of Commerce dues	\$ 175.00	\$	\$
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8. Rental fees for public programs	150.00		
9. Office expenses, textbooks for new members	3599.22		
10. Liability Insurance	275.00		
11. Speaker Honorariums	334.94		
12. Other Costs – supplies for resale, donations to local 4H clubs, prizes for 4H gardening contests, donation to nature center damaged by tornado	10192.47		
13. Total Disbursements (add lines 7 - 12)	\$ 14725.63	\$	\$
14. Change in fund balance (Lines 6 minus 13)	\$ (4528.84)	\$	\$
15. Fund Balance at beginning of year	\$ 22255.43	\$	\$
16. Fund balance (deficit) at end of year (Add lines 14-15)			
--This amount also goes on line 12, Statement B	\$ 17726.59	\$	\$

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

Piney Hills Louisiana Master Gardeners
(Agency)

Balance Sheet, on 12/31/19
(Year-End)

	<u>General</u>	<u>Other</u>	
	<u>Fund</u>	<u>Fund</u>	<u>Total</u>
ASSETS (balances at year-end) -Give brief description:			
1. Cash and cash equivalents on hand	\$ 17726.59	\$	\$
2. Investments (fair value) on hand	0		
3. Office furnishings (Cost of desks, etc)	0		
4. Equipment (Cost of fax machine, etc)	0		
5. Other (brief description)	0		
6. Total Assets (add lines 1 - 5)	<u>\$ 17726.59</u>	<u>\$</u>	<u>\$</u>

LIABILITIES AND FUND BALANCE (at year-end):

7. Liabilities (give brief description):			
8.	\$ 0	\$	\$
9.			
10.			

11. Total Liabilities (add lines 7 - 10)	0		
12. Fund balance (amount from Line 16 on Statement A)	17726.59		
13. Other	0		
14. Total Liabilities and Fund Balance (add lines 11 - 13)	\$ 17726.59	\$	\$

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

Piney Hills Louisiana Master Gardeners (Agency Name)

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer (Required Form - Please Submit Completed Form Per Attached Instructions)

For the Year Ended 12/31/19 (Year-End)

Agency Head Name and Title: Marjorie Thomas - President

Purpose	Dollar Amount
1. Salary	1. 0
2. Benefits-insurance	2. 0
3. Benefits-retirement	3. 0
4. Benefits-other (describe)	4. 0
5. Benefits-other (describe)	5. 0
6. Benefits-other (describe)	6. 0
7. Car allowance	7. 0
8. Vehicle provided by government (if reported on your W-2)	8. 0
9. Per diem	9. 0
10. Reimbursements	10. 0
11. Travel	11. 0
12. Registration fees	12. 0
13. Conference travel	13. 0
14. Housing	14. 0

15. Unvouchered expenses (example: travel advances, etc.)	15. 0
16. Special meals	16. 0
17. Other	17. 0
18. TOTAL (enter total of line 1-17)	18. 0

 X Please check here if the Agency Head does not receive any compensation, benefits, and other payments. (Act 462 of the 2015 Legislative Session allows nongovernmental entities or not-for-profit (quasi-public) entities to report on the Act 706 schedule **only** those payments to the agency head that are derived from the public funds.)

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