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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

EBR Parish Justice of the Peace
of Ward or District 2
ZACHARY (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) VIRGINIA L W Forbes who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Court of EBR Parish, Louisiana, as of December 31, 17, and the results of operations for the year then ended, on the cash basis of accounting.

In addition, (your name) VIRGINIA L W Forbes who duly sworn, deposes, and says that the Justice of the Peace of Ward or District 2 and EBR 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.

Virginia L W Forbes
Signature of JP

Sworn to and subscribed before me, this 18 day of March, 2018

Laker
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>VIRGINIA L W Forbes</u>
Release Date <u>APR 11 2018</u>	Address <u>23845 Reames Rd</u>
	City, Zip Code <u>Zachary, LA 70791</u>
	Email Address <u>VirginiaForbes@cox.net</u>
	Cell Phone <u>225-465-931-4042</u>

Statement A
(Required)
Page 3

Virginia L W Forbes (JP Name)
EBR Parish Justice of the Peace
of Ward or District 2
Zachary (City) Louisiana

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

General
Fund

CASH RECEIPTS:

1. State & Parish salary (See JP W-2 Form, Box 1)
2. Total Fees collected (if applicable) - include litter court fees
3. Other _____
4. Total cash receipts (add lines 1-3)

1. 4,999.96
2. 0-
3. 0-
4. 4,999.96

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. 0-
6. 0-
7. 0-
8a. 0-
8b. 0-
9. 0-
10. 0-

Salary and related benefits:

12. Amount retained by yourself from line 11 (Also copy to line 1, Statement C)
13. Amount paid to employees (not to your Constable)
14. Total salaries paid (add Lines 12 and 13)

11. 4,999.96
12. 4,999.96
13. 0-
14. 4,999.96

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-
16. 0-
17. 0-

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

Statement B

Page 4

VIRGINIA LW FORBES (JP Name)
EBR Parish Justice of the Peace
of Ward or District 2
ZACHARY (City) Louisiana

Balance Sheet, on December 31, _____

General
Fund

ASSETS:

- 1. Cash
- 2. Investments
- 3. Office furnishings (Cost of desks, etc.)
- 4. Equipment (Cost of fax machine, etc.)

1. _____
2. _____
3. _____
4. _____

5. **Total Assets** (add lines 1 - 4)

5. _____

LIABILITIES AND FUND BALANCE:

Liabilities:

- 6. Cash overdraft
- 7. Other liabilities
- 8. **Total Liabilities** (add lines 6 - 7)

6. _____
7. _____
8. _____

Fund Balances:

- 9. Ending Fund balance (from line 17, Statement A)
- 10. Other
- 11. **Total Liabilities and Fund Balance** (add lines 8 - 10)

9. _____
10. _____
11. _____

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

STATEMENT B IS COMPLETED IF YOU HAVE A BALANCE REMAINING ON LINE 17 OF STATEMENT A

Statement C

(Required)

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VIRGINIA LW FORBES (JP Name)
EBR Parish Justice of the Peace
of Ward or District 2
ZACHARY (City) Louisiana

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

Purpose	Dollar Amount
1. Salary (Enter amount from line 12 of statement A)	1. 4,799.96
2. Benefits-insurance	2.
3. Benefits-retirement	3.
4. Benefits-other (describe) SS	4. 297.44
5. Benefits-other (describe) Medicare	5. 69.78
6. Benefits-other (describe) State Tax	6. 105.86
7. Car allowance	7.
8. Vehicle provided by government (if reported on form W-2)	8.
9. Per diem	9.
10. Reimbursements**	10.
11. Travel	11.
12. Registration fees**	12.
13. Conference travel	13.
14. Housing	14.
15. Unvouchered expenses (example: travel advances, etc.)	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.

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]