

JEFFERSON Parish  
Notarial Examining Committee

**AFFIDAVIT**

Personally came and appeared before the undersigned authority, \_\_\_\_\_  
(chairman), who, duly sworn, deposes and says that all the revenues and expenditures of the  
Parish Notarial Examining Committee are reported and  
audited with the (circle one) Clerk of Court/Custodian of Notarial Records or with another entity  
\_\_\_\_\_ for the year ended December 31, 20\_\_\_\_, and  
accordingly, is not required to provide its financial statements to the Legislative Auditor for the  
previously mentioned year.

Or

Personally came and appeared before the undersigned authority, RONALD J. VEGA-DIAZ  
(chairman), who, duly sworn, deposes and says that the financial statements herewith show  
present fully the financial position of JEFFERSON Parish Notarial  
Examining Committee as of December 31, 20\_\_\_\_, and the results of operations for the year  
that ended, in accordance with the basis of accounting described within the accompanying  
financial statements. Please complete the revenue certification portion below.

**REVENUE CERTIFICATION (Complete if sending financial statements)**

In addition, RONALD J. VEGA (name), who, duly sworn, deposes and  
says that JEFFERSON Parish Notarial Examining Committee received \$00,000  
or less in (circle one) and other sources for the year ended December 31, 20\_\_\_\_, and accordingly,  
is not required to have an audit for the previously mentioned year.

  
Signature of RONALD J. VEGA

Says he was subscribed before me (circle one) this 5TH day of MARCH, 20\_\_\_\_.

  
Notary Public (Signature & Seal)



Please Complete this Section  
RONALD J. VEGA  
Street or P.O. Box 3305 P. PIERRE AVENUE  
City, State MONROE, LOUISIANA  
Zip Code 70001  
Telephone No. 504-480-0990  
Fax Number 504-387-1868

Under provisions of statute, this record is a public document. Copy of the statement herein submitted to the entity and other appropriate public officials. The reports available for public inspection at the Station Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

## Statement A

Ronald J. Vega  
 Chairperson of the Jefferson Parish  
 Notarial Examining Committee

Balance Sheet, December 31, 2003

## ASSETS

Cash and cash equivalents on hand  
 Investments (fair value) on hand  
 Office furnishings (Cost of desks, etc.)  
 Equipment (cost of fax machine, etc.)

General  
 Fund

\$24,811.35

\$ 750.00

Total Assets

A \$25,561.35

## LIABILITIES AND FUND BALANCE

## Liabilities:

Cash overdraft  
 Salaries payable  
 Accounts payable  
 Other liabilities  
 Total Liabilities

B 0

Fund balance

C \$24,811.35

Total Liabilities and Fund Balance (\$ plus C)

D \$24,811.35

C - This amount should agree with the fund balance at  
 the end of the year on Statement B

Ronald J. Vega  
 Chairperson of the Jefferson Parish  
 Notarial Examining Committee

Statement of Cash Receipts and Disbursements  
 For the Year Ended December 31, 2003

	General Fund
<b>CASH RECEIPTS</b>	
Examination fees collected	\$10,350.00
Interest earned	\$ 109.73
Other receipts (describe):	
New Attorney	<u>\$18,350.00</u>
Non-Attorney Transfers	\$ 1,050.00
Bond Renewal	\$ 490.00
Processing Fee	<u>\$ 300.00</u>
Total cash receipts	A <u>\$30,649.73</u>
<b>OFFICE DISBURSEMENTS</b>	
Salaries paid	\$13,156.78
Fees paid to proctors	\$ 1,600.00
Materials and supplies (stationery, postage, etc.)	<u>\$ 3,073.02</u>
Travel and related charges	_____
Capital outlay (cost of purchases of equipment, etc.)	_____
Other disbursements (describe):	
Rent	<u>\$ 4,050.00</u>
Phone	\$ 743.46
Prep of Exams	<u>\$ 1,600.00</u>
Grading of Exams	\$ 3,050.00
Bank Service Charge	<u>\$ 132.51</u>
Room Rental/Exam	<u>\$ 900.00</u>
Total office disbursements	B <u>\$27,307.77</u>
Increase or (decrease) in fund balance (A less B)	C <u>\$ 3,341.96</u>
Fund balance at the beginning of the year	D <u>\$21,469.39</u>
Fund Balance (deficit) at end of the year (C plus D)	<u>\$24,811.35</u>

D - This is the amount of the fund balance at the end of the prior year