

Livingston Parish
Notarial Examining Committee

Feb. 9, 2005 (Date)

Instructions: Please choose the selection below that best describes your agency, and then fill out the required information on the Affidavit & Revenue Certification form (page 3) and send them (pages 1, 2 and 3) to us no later than March 31, 2005. If you choose Selection A, then you must send us your sworn annual financial statements (pages 4 & 5), as well as pages 1 through 3, appropriately completed.

A. In accordance with Louisiana Revised Statutes 24:513 and 24:514, *enclosed are the sworn annual financial statements* for the notarial committee, as of and for the year ended December 31, 2004. The accompanying financial statements have been prepared on the cash basis of accounting.

Or

B. Enclosed is the affidavit stating that the referenced notarial committee has *received no revenues and has had no expenditures* for the year ended December 31, 2004, and is therefore not required to file financial statements with the Legislative Auditor's Office.

Or

C. For the referenced notarial examining committee, *all revenues and expenditures are reported and audited with* the (circle one) Clerk of Court/Custodian of Notarial Records or with another entity (name of entity) _____, for the year ended December 31, 2004. The committee is therefore not required to file financial statements with the Legislative Auditor's Office.

Sincerely,

Beverly Jo Labruzzo
(Name)
Contact Person
(Title)

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is 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 2/16/05

Livingston Parish
Notarial Examining Committee

AFFIDAVIT

A. Personally came and appeared before the undersigned authority, Beverly Jo Labruzzo (officer), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Livingston Parish Notarial Examining Committee as of December 31, 2004, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements. *Please complete the revenue certification portion below.*

REVENUE CERTIFICATION - for selection A only

In addition, Beverly Jo Labruzzo, (officer), who, duly sworn, deposes and says that Livingston Parish Notarial Examining Committee received \$50,000 or less in revenues and other sources for the year ended December 31, 2004, and accordingly, is not required to have an audit for the previously mentioned year.

Or

B. Personally came and appeared before the undersigned authority, _____ (officer), who, duly sworn, deposes and says that the _____ Parish Notarial Examining Committee *received no revenues and had no expenses for the year ended December 31, 2004*, and accordingly, is not required to provide its financial statements to the Legislative Auditor for the previously mentioned year.

Or

C. Personally came and appeared before the undersigned authority, _____ (officer), 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, 2004, and accordingly, is not required to provide its financial statements to the Legislative Auditor for the previously mentioned year.

Beverly Jo Labruzzo
Signature (of officer)

Sworn to and subscribed before me (notary public) this 9th day of February 2005

Christa Murray
NOTARY PUBLIC (Signature and Seal)

CHRISTA MURRAY
#33126
NOTARY PUBLIC, STATE OF LOUISIANA
MY COMMISSION IS FOR LIFE

Please Complete this Section:

Officer's Name Beverly Jo Labruzzo
Street or P.O. Box P.O. Box 639
City, State Zip Livingston, LA 70754
Telephone No. 225-664-6175
Fax No. / e-mail jlabruzzo@21stjdc.org

Statement A

Beverly Jo Labruzzo (Officer Name)
Contact Person (Officer Title) of the Livingston (Parish)
Parish Notarial Examining Committee

Balance Sheet, December 31, 2004

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents on hand	<u>\$ 5827.57</u>
Investments (fair value) on hand	<u> </u>
Office furnishings (Cost of desks, etc.)	<u> </u>
Equipment (Cost of fax machine, etc.)	<u> </u>
Total Assets	<u>A \$ 5827.57</u>
LIABILITIES AND FUND BALANCE	
Liabilities:	
Cash overdraft	<u>\$</u>
Salaries payable	<u>5273.64</u>
Accounts payable	<u> </u>
Other liabilities--	<u>486.12</u>
Total Liabilities	<u>B \$ 5759.76</u>
Fund balance (See below)	<u>C \$ 67.81</u>
Total Liabilities and Fund Balance (B plus C)	<u>D \$ 5827.57</u>

C - This amount should agree with the Fund Balance at the end of the year on Statement B, amount [E].

Beverly Jo Labruzzo (Officer Name)
 Contact Person (Officer Title) of the Livingston (Parish)
 Parish Notarial Examining Committee

**Statement of Cash Receipts and Disbursements
 For the Year Ended December 31, 2004**

	General Fund
CASH RECEIPTS	
Examination fees collected	5700.00
Interest earned	\$
Other receipts (describe):	
Total cash receipts	A \$ 5700.00
OFFICE DISBURSEMENTS	
Salaries paid	\$
Fees paid to proctors	5273.64
Materials and supplies (stationery, postage, etc)	174.32
Travel and related charges	
Capital outlay (cost of purchases of equipment, etc)	
Other disbursements (describe):	
The News - Advertising	247.50
Hancock Bank - service charges	38.50
Gordon's Florist - gift for use of room for testing	25.80
Total office disbursements	B \$ 5759.76
Increase or (decrease) in fund balance (A less B)	C \$ (59.76)
Fund Balance at the beginning of the year (see below)	D \$ 127.57
Fund balance (or deficit) at end of the year (C plus D)	E \$ 67.81

D -- This is the amount of the Fund Balance (or deficit balance) at the end of your prior year
E -- This amount should agree with the Fund Balance amount [C] in Statement A.