

Bossier Parish Constable

Ward or District 4/6

Bossier (City, Parish) Louisiana

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

(Date) 3/17/2022

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, 2021, or for the partial year beginning on 1/2021 and ending on 12/2021 12/31/2021. 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**

Bossier Parish Constable
of Ward or District 4/6
Haughton La (City) Louisiana

Financial Statements
As of and for the Year December 31 2021

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) Kenneth Stephens, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Court of Bossier Parish, Louisiana, as of December 31, 2021, and the results of operations for the year then ended, on the cash basis of accounting.

In addition, (your name) Kenneth Stephens, who duly sworn, deposes, and says that the Constable of Ward or District 4/6 and Bossier Parish received \$200,000 or less in revenues and other sources for the year ended December 31, 2021, 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.

Kenneth Stephens
Signature of Constable

Sworn to and subscribed before me, this 17 day of March, 2022

Charles D. ... JP 08.6
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 this 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.	Constable's Name <u>Kenneth Stephens</u>
	Address <u>P.O. Box 191</u>
	City, Zip Code <u>Haughton, La 71037</u>
	Email Address <u>stacyj07@suddenlink.net</u>
	Cell Phone <u>318 706 9192</u>
Land/Fax No.	
Release Date <u>04-06-2022</u>	

Please return the completed form by March 31 to Louisiana Legislative Auditor - Local Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397

Statement A
Page 3

Kenneth Stephens (Constable Name)
Bossier Parish Constable
 of Ward or District 4/6
Naughton La (City) Louisiana

Statement of Cash Receipts and Disbursements
For the Year Ended December 31, 2021

	General Fund	Garnishment Fund Activity
CASH RECEIPTS:		
1. State & Parish salary <i>(required from W-2 Form)</i>	1. <u>4,799.96</u>	
2. Fees collected (if collected) (include litter court fees)	2. <u>5,040.00</u>	
3. Garnishments collected (if applicable)		3. <u>2,309.00</u>
4. Other _____	4. _____	
5. Total cash receipts. Add lines 1 through 4	5. <u>9,839.96</u>	
CASH DISBURSEMENTS:		
6. Cost of equipment purchased (fax machine, etc.)	6. <u>1,226.42</u>	
7. Materials and supplies (stationery, postage, etc.)	7. <u>425.00</u>	
8. Travel and other charges	-	
8a. For yourself	8a _____	
8b. For employees (if applicable)	8b _____	
9. Other operating expenses (rent, utilities, phone/fax line, etc.)	9. <u>975.00</u>	
10. Garnishments paid to others [From total collections on Line 3]		10. <u>124.22</u>
11. Total disbursements (add lines 6-10)	11. <u>2626.42</u>	
12. Balance Available (loss) for payment of salaries (General Fund: Line 5 less Line 11; Garnishment Fund Activity: Line 3 less Line 10)	12. <u>7,213.54</u>	12. <u>2,309.22</u>
Salary and related benefits:		
13. Amount retained by yourself from line 12 as salary	13. <u>7,213.54</u>	13. <u>124.22</u>
14. Amount paid to employees (if applicable)	14. _____	14. <u>124.22</u>
15. Total salaries paid (add lines 13 and 14)	15. <u>7,213.54</u>	15. <u>124.22</u>
FUND BALANCE		
16. Increase (decrease) in fund balance, may be \$0 (line 12 less line 15)	16. <u>0</u>	16. <u>0</u>
17. Fund Balance at beginning of the year, may be \$0 (Ending Fund balance from last year's report)	17. <u>0</u>	17. <u>0</u>
18. Fund balance (deficit) at end of the year, may be \$0 (Add lines 16 and 17)	18. <u>0</u>	18. <u>0</u>

**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**

Statement C
(Required)
Page 5

Kenneth Stephens (Constable Name)
Bozart Parish Constable
of Ward or District 4/6
Haughton, La (City) Louisiana

**Schedule of Compensation, Benefits and Other Payments to the Constable
For the 12 Months Ended December 31, 2021**

Purpose	Dollar Amount
1. Salary (Enter total of both columns from line 13, Statement A)	1 7,213.54
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 form 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	15. 0
16. Special meals	16. 0
17. Other	17.
18. TOTAL (enter total of lines 1-17)	18 7,213.54

**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.

Please return the completed form by March 31 to Louisiana Legislative Auditor – Local Government Services,
Post Office Box 94397, Baton Rouge, LA 70804-9397