

St. John The Baptist Parish Constable
Ward/District 3
RESERVE (City, Parish) Louisiana

RECEIVED
JAN 28 2021
LEGISLATIVE AUDITOR

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

(Date) 1-25-2021

Ms. Suzanne Elliott
Engagement Manager
Office of Legislative Auditor
1600 North Third Street (70802)
P.O. Box 94397
Baton Rouge, LA 70804-9397

Dear Ms. Elliott:

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, 2020, OR for the partial year beginning on _____ and ending on _____. 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,

Renato Jacob
Constable

Enclosures

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

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

ST. JOHN THE BAPTIST Parish Constable
of Ward/District 3
RESERVE (City) Louisiana

Financial Statements
As of and for the Year December 31, 2020

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) ANATOLE JACOB, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Court of ST. JOHN THE BAPTIST Parish, Louisiana, as of December 31, 2020, and the results of operations for the year then ended, on the cash basis of accounting.

In addition, (your name) ANATOLE JACOB, who duly sworn, deposes, and says that the Constable of Ward/District 3 and ST. JOHN THE BAPTIST Parish received \$200,000 or less in revenues and other sources for the year ended December 31, 2020, 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.

Anatole Jacob
Signature of Constable

Sworn to and subscribed before me, this 25 day of January, 2021.

Justice of the Peace
Louisiana Justice Court
District 3 Reserve
St. John the Baptist Parish

Johnnie Wallace Jr
NOTARY PUBLIC Signature

Please Complete this Section:

Constable's Name	<u>ANATOLE JACOB</u>
Street/P.O.Box Address	<u>244 EAST 15TH</u>
City/Zip Code	<u>RESERVE, LA. 70084</u>
Telephone Number	<u>985-536-2408</u>
Fax Number	
Email Address	<u>MEME@RTC.ONLINE.COM</u>

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Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397

ANATOLE JACOB (Constable Name)
St. John the Baptist Parish Constable
 of Ward / District 3
RESERVE (City) Louisiana

Statement of Cash Receipts and Disbursements
For the Year Ended December 31, 2020

	General Fund	Garnishment Fund Activity
CASH RECEIPTS:		
1. State & Parish salary <i>(required, from W-2 Form)</i>	1. <u>6566</u>	
2. Fees collected (if collected) (include litter court fees)	2. <u>1495</u>	
3. Garnishments collected (If applicable)		3. _____
4. Other _____	4. _____	
5. Total cash receipts. Add lines 1 through 4	5. <u>8061</u>	
CASH DISBURSEMENTS:		
6. Cost of equipment purchased (fax machine, etc.)	6. _____	
7. Materials and supplies (stationery, postage, etc.)	7. _____	
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. _____	
10. Garnishments paid to others [From total collections Line 3]		10. _____
11. Total disbursements (add lines 6-10)	11. _____	
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>8061</u>	12. _____
Salary and related benefits:		
13. Amount retained by yourself from line 12 as salary	13. _____	13. _____
14. Amount paid to employees (if applicable)	14. _____	14. _____
15. Total salaries paid (add lines 13 and 14)	15. <u>8061</u>	15. _____
FUND BALANCE		
16. Increase (decrease) in fund balance, may be \$0 (line 12 less line 15)	16. _____	16. _____
17. Fund Balance at beginning of the year, may be \$0 (Ending Fund balance from last year's report)	17. _____	17. _____
18. Fund balance (deficit) at end of the year, may be \$0 (Add lines 16 and 17)	18. <u>8061</u>	18. _____

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ANATOLE JACOB (Constable Name)
 St. John THE BAPTIST Parish Constable
 of Ward or District 3
RESERVE (City) Louisiana

Balance Sheet, on December 31, 2020

	General Fund	Garnishment Fund (if applicable)	Total
ASSETS:			
1. Cash	1. <u>8061</u>		1.
2. Investments	2.		2.
3. Office furnishings (Cost of desks, etc.)	3.		3.
4. Equipment (Cost of fax machine, etc.)	4.		4.
5. Total Assets (add lines 1 - 4)	5. <u>8061</u>	5.	5.
LIABILITIES AND FUND BALANCE:			
Liabilities:			
6. Cash overdraft	6.		6.
7. Garnishments due to others		7.	7.
8. Other liabilities	8.		8.
9. Total Liabilities (add lines 6 - 8)	9.	9.	9.
Fund Balances:			
10. Ending Fund balance (from line 18, Statement A)	10. <u>8061</u>	10.	10.
11. Other -	11.		11.
12. Total Liabilities and Fund Balance (add lines 9 - 11)	12. <u>8061</u>	12.	12.

Note: Line 5 (Total Assets) should equal Line 12 (Total Liabilities and Fund Balance)

ANATOLE JACOB (Constable Name)
 St. JOHN THE BAPTIST Parish Constable
 of Ward/District 3
RESERVE (City) Louisiana

**Schedule of Compensation, Benefits and Other Payments to the Constable
 (REQUIRED - PLEASE SUBMIT COMPLETED FORM PER ATTACHED INSTRUCTIONS)**

Purpose	Amount
Salary	6566
Benefits-insurance	159 x 12 = 1908
Benefits-retirement	52.25 x 12 = 627.00
Benefits-other (describe)	
Benefits-other (describe)	
Benefits-other (describe)	
Car allowance	
Vehicle provided by government (enter amount reported on W-2)	
Per diem	
Reimbursements	
Travel	
Registration fees	185.00
Conference travel	410 x 54 = 221.40
Housing HOTEL CONFERENCE	297.00
Unvouchered expenses (example: travel advances, etc.)	
Special meals	
Other EVICTIONS & AFFIDAVITS	1495