

Constable – Sworn Financial Statement

Name: _____

Ward/District: _____ Parish: _____

Physical Address: _____

Telephone: _____ Email: _____

This annual sworn financial statement is required to be filed by March 31 with the Legislative Auditor by sending a pdf copy by email to ereports@lla.la.gov or mailing to Louisiana Legislative Auditor – Local Government Services, P.O. Box 94397, Baton Rouge, LA 70804-9397.

AFFIDAVIT

Personally came and appeared before the undersigned authority, Constable (your name) _____, who, duly sworn, deposes and says that the financial statement herewith given presents fairly the financial position of the Court of _____ Parish, Louisiana, as of December 31, _____, and the results of operations for the year then ended, on the cash basis of accounting.

In addition, (your name) _____, who duly sworn, deposes, and says that the Constable of Ward or District _____ and _____ Parish received \$200,000 or less in revenues and other sources for the year ended December 31, _____, and accordingly, *is required to provide a sworn financial statement and affidavit* and is not required to provide for a compilation report for the previously mentioned fiscal year.

CONSTABLE SIGNATURE

Sworn to and subscribed before me, this ____ day of _____, 20_____

NOTARY PUBLIC SIGNATURE & SEAL

Constable - Sworn Financial Statement/Compensation Schedule

Year: _____; Constable Name/ Parish: _____

Receipts/Supplemental Report

Enter the amount of your State/Parish Salary from Constable W-2 Form, Box 1 (do **NOT** send your W-2 form to the Legislative Auditor).

If you collected any garnishments, enter the amount.

If you collected any other fees as constable, enter the amount.

If your JP collected any fees for you and paid them to you, enter the amount.

If the parish paid conference fees directly to the Attorney General for you, enter the amount the parish paid.

If you paid conference fees to the Attorney General and you were reimbursed for them (and/or reimbursed for conference-related travel expenses), enter the amount reimbursed.

If you collected any other receipts as constable (e.g., benefits, housing, unvouchered expenses, per diem), describe them and enter the amount:

Type of receipt _____

Type of receipt _____

Amount General	Amount Garnishments

Expenses

If you collected any garnishments, enter the amount of garnishments you paid to others.

If you have employees, enter the amount you paid them in salary/benefits.

If you had any travel expenses as constable (including travel that was reimbursed), enter the amount paid.

If you had any office expenses such as rent, utilities, supplies, etc., enter the amount paid.

If you had any other expenses as constable, describe them and enter the amount:

Type of expense _____

Type of expense _____

Remaining Funds

If constables have any cash left over after paying the expenses above, the remaining cash is normally kept by the constable as his/her salary. If you have cash left over that you do NOT consider to be your salary, please describe below.

Fixed Assets, Receivables, Debt, or Other Disclosures

Constables normally do not have fixed assets, receivables, debt, or other disclosures associated with their Constable office. If you do have fixed assets, receivables, debt, or other disclosures required by state or federal regulations, please describe below.
