

Justice of the Peace  
of Ward/District 3-1  
Greensburg, St Helena (City, Parish) Louisiana

Financial Statements  
As of and for the Year Ended December 31, 2012

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, Justice of the Peace (your name) Tandra Muse, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Court of St. Helena Parish, Louisiana, as of December 31, 2012, and the results of operations for the year then ended, on the cash basis of accounting.

In addition, (your name) Tandra Muse, who duly sworn, deposes, and says that the Justice of the Peace of Ward/District 3-1 and St. Helena Parish received \$200,000 or less in revenues and other sources for the year ended December 31, 2012 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.

Tandra Muse  
Signature of JP

Sworn to and subscribed before me, this 6 day of February, 2013.

Thomas Welch #067324  
NOTARY PUBLIC Signature

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.

|                        |                                      |
|------------------------|--------------------------------------|
|                        | <i>Please Complete this Section:</i> |
| JP's Name              | <u>Tandra Muse</u>                   |
| Street/P.O.Box Address | <u>75 Easton Lane</u>                |
| City                   | <u>Greensburg</u>                    |
| Zip Code               | <u>70491</u>                         |
| Telephone Number       | <u>(225) 222-3163</u>                |
| Fax Number / Email     | <u>Unneedher@yahoo.com</u>           |

Release Date APR 03 2013

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

Tundra D. Muse (Your Name)  
St. Helena Parish Justice of the Peace  
of Ward / District 3-1  
Greensburg (City) Louisiana

**Statement of Cash Receipts and Disbursements  
For the 12 Months Ended December 31, 2012**

|  | General<br>Fund  |
|--|------------------|
| <b>CASH RECEIPTS:</b>  |                  |
| 1 State & Parish salary <i>(required information, on W-2 Form)</i>                                     | 1 <u>6000.00</u> |
| 2 Total Fees collected (if collected)  | 2 <u>648.00</u>  |
| 3 Other <u>N/A</u>   | 3 <u>0.00</u>    |
| 4 Total cash receipts (add lines 1-3)  | 4 <u>6648.00</u> |
| <b>CASH DISBURSEMENTS:</b>   |                  |
| 5 Fees paid to constable (Out of Total Fees collected from line 2)                                     | 5 <u>324.00</u>  |
| 6 Operating expenses (rent, utilities, phone/fax line, etc )   | 6 <u>0.00</u>    |
| 7 Materials and supplies (stationery, postage, etc )   | 7 <u>0.00</u>    |
| 8 Travel and other charges   |                  |
| 8a For yourself  | 8a <u>0.00</u>   |
| 8b For employees (not for Constable)   | 8b <u>0.00</u>   |
| 9 Cost of equipment purchased (fax machine, etc )  | 9 <u>0.00</u>    |
| 10 Total disbursements (add lines 5-9)   | 10 <u>324.00</u> |
| 11 Balance Available (loss) for payment of salaries [lines 4 - Line 10]                                | 11 <u>324.00</u> |
| Salary and related benefits  |                  |
| 12 Amount retained by yourself from line 11 as salary  | 12 <u>0.00</u>   |
| 13 Amount paid to employees (not to your Constable)  | 13 <u>0.00</u>   |
| 14 Total salaries paid (add Lines 12 and 13)   | 14 <u>0.00</u>   |
| <b>FUND BALANCE</b>  |                  |
| 15 Increase (or decrease) in fund balance – may be \$0<br>(line 11 less line 14)                       | 15 <u>0.00</u>   |
| 16 Fund Balance at beginning of the year – may be \$0<br>(Ending Fund balance from last year's report) | 16 <u>0.00</u>   |
| 17 Fund Balance (or deficit) at end of the year – may be \$0<br>(add lines 15 and 16)                  | 17 <u>0.00</u>   |

Tundra D. Muse (Your Name)  
St. Helena Parish Justice of the Peace  
 of Ward/District 3-1  
Cresburg (City) Louisiana

Balance Sheet, on December 31, 2012

|   | <u>General<br/>Fund</u> |
|---|-------------------------|
| <b>ASSETS:</b>  |                         |
| 1 Cash  | 1 <u>0.00</u>           |
| 2 Investments   | 2 <u>0.00</u>           |
| 3 Office furnishings (Cost of desks, etc)                       | 3 <u>0.00</u>           |
| 4 Equipment (Cost of fax machine, etc)                          | 4 <u>0.00</u>           |
| <b>5 Total Assets (add lines 1 - 4)</b>                         | <b>5 <u>0.00</u></b>    |
| <b>LIABILITIES AND FUND BALANCE:</b>                            |                         |
| Liabilities   |                         |
| 6 Cash overdraft  | 6 <u>0.00</u>           |
| 7 Other liabilities   | 7 <u>0.00</u>           |
| <b>8 Total Liabilities (add lines 6 - 7)</b>                    | <b>8 <u>0.00</u></b>    |
| Fund Balances   |                         |
| 9 Ending Fund balance (from line 17, Statement A)               | 9 <u>0.00</u>           |
| 10 Other  | 10 <u>0.00</u>          |
| <b>11 Total Liabilities and Fund Balance (add lines 8 - 10)</b> | <b>11 <u>0.00</u></b>   |

Note: Line 5 (Total Assets) should equal Line 11 (Total Liabilities and Fund Balance)