

(Circle One) Constable/Justice of The Peace

Of Ward/District 3 and 3  
Eaton Range Louisiana

Financial Statements  
As of and for the Year Ended December 31, 2002

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, (Circle One) Constable or Justice of the Peace (your name) Melva Couraugh, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Court of Eaton Range Parish, Louisiana, as of December 31, 2002, and the results of operations for the year then ended, on the cash basis of accounting.

In addition, (your name) Melva Couraugh, who duly sworn, deposes, and says that the (Circle One) Constable/Justice of the Peace of Ward/District 3 + 3 and Eaton Range Parish received \$200,000 or less in revenues and other sources for the year ended December 31, 2002, and accordingly, is not required to have an audit or a compilation and attestation for the previously mentioned fiscal year.

Melva Couraugh  
Signature

Sworn to and subscribed before me, this 28th day of March, 2003.

Jan L. White  
NOTARY PUBLIC

Please Complete this Section:

Constable/Justice Name  
Street or P.O. Box  
City  
Zip Code

Melva Couraugh  
12590 Perkins Rd  
Baton Rouge, LA  
70810  
225-767-5756  
225-769-3318

Telephone Number  
FAX Number

Under provisions of state law, this report is a public document. A copy of the report has been furnished to the entity and to the public officials. The report is available for inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

**MELVA CAVANAUGH**  
12590 Perkins Rd.  
Baton Rouge, La. 70810  
Phone 225-767-5756  
FAX 225-769-3318  
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Justice of the Peace  
Ward 3, District 3  
East Baton Rouge Parish

**STATEMENT A**

Balance Sheet, December 31, 2002

**ASSETS**

Cash and Cash equivalents on hand	\$ 0
Investments (fair value) on hand	\$ 0
*Office furnishings (costs of desks, etc.)	\$ 0
*Equipment (cost of fax machine, etc.)	\$ 0

Total assets \$00

**LIABILITIES AND FUND BALANCE**

**Liabilities:**

Cash overdraft	\$ 0
Garnishments due others (JPs don't handle)	\$ 0
Other liabilities	\$ 0

Total Liabilities \$ 00

Fund Balance	\$ 0
Total liabilities and Fund Balance	\$ 0

**NOTES:**

This JP Office operates out of the offices of NOTARY of South Baton Rouge. Ninety five percent of to cost of renovating the new office was funded by NOSB; most of the JPs income comes from NOSB and other sources; a good portion of the rental of the office and of the secretary's salary comes from NOSB.

NOTARY of South Baton Rouge graciously allows the JP functions use of copiers, computers, fax machines, and furniture at no charge whatsoever.

Without NOTARY of South Baton Rouge, this JP office would operate very part time out of a shed behind my house the way other JPs operate.

**Melva Cavanaugh  
JUSTICE OF THE PEACE**

Ward 3, District 3, East Baton Rouge Parish  
12590 Perkins Road  
Baton Rouge, La. 70810

**Phone 225-767-5756**

**FAX 225-769-3318**

**STATEMENT B**

**Statement of Cash Receipts and Disbursements  
For the Year Ended December 31, 2003**

**(NOTE: JPs have nothing to do with garnishments except to collect filing fees so  
we have no garnishment fund.)**

**CASH RECEIPTS**

State salary supplement received	\$ 900.00
Parish Salary received	\$ 3,599.00
Filing fees collected	\$50,069.00
Wedding Fees	<u>\$22,111.50</u>
Total Cash Receipts	\$76,679.50

**OFFICE DISBURSEMENTS**

Fees paid to constables & ad hoc judges	\$25,461.38
Office rental	\$13,936.77
Office Supplies	\$ 3,388.69
Phones, utilities, security systems	\$ 8,597.81
Advertising (weddings, ofc. moved, etc)	\$ 1,687.32
Insurance	\$ 5,976.80
Portion of new office prep & moving	\$ 1,333.28
Dues & Continuing ed (unreimbursed)	\$ 134.00
Refunds of cash fees collected	\$ 775.00
Capital outlay	00
Fees paid to others	<u>\$ 263.22</u>
Total Office Disbursements	\$61,554.27

Available for Salaries:		\$15,125.23
Amt. Retained by Justice of the Peace	\$ 4,499.00	
Amt. paid to other employees	<u>\$10,626.23</u>	
Total Salaries Paid	\$15,123.23	

Fund Balance at beginning of year	\$0
Fund Balance at end of year	\$0