

**FIRE PROTECTION DISTRICT NO. 12
OF RAPIDES PARISH**

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED DECEMBER 31, 2023

TABLE OF CONTENTS

INDEPENDENT ACCOUNTANTS' REPORT.....	1-2
REQUIRED SUPPLEMENTAL INFORMATION (PART I)	
Management's Discussion and Analysis.....	3-5
GOVERNMENT-WIDE FINANCIAL STATEMENTS	
Statement of Net Position	6
Statement of Activities	7
FUND FINANCIAL STATEMENTS	
Governmental Funds	
Balance Sheet	8
Statement of Revenues, Expenditures, and Changes in Fund Balance	9
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities ...	10
NOTES TO FINANCIAL STATEMENTS	11-15
REQUIRED SUPPLEMENTAL INFORMATION (PART II)	
Statement of Revenues, Expenditures, and Changes in Fund Balances (Budget and Actual)	16
OTHER SUPPLEMENTAL INFORMATION	
Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer	17
OTHER INFORMATION	
Independent Accountants' Report on Applying Agreed-Upon Procedures	18-21
Management's Corrective Action Plan	22
Schedule of Prior Year Findings and Questioned Costs	23
Louisiana Attestation Questionnaire.....	Appendix



June 10, 2024

INDEPENDENT ACCOUNTANT'S REPORT

Board of Directors
Fire Protection District No. 12
Cheneyville, LA 71325

We have reviewed the accompanying basic financial statements of the governmental activities and each major fund of the Fire Protection District No. 12 of Rapides Parish as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the Fire Protection District No. 12 of Rapides Parish, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying basic financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the information listed below to supplement the basic financial statements.

- Management's Discussion and Analysis
- Statements of Revenues, Expenditures and Changes in Fund Balance (Budget and Actual)



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Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information, and we do not express an opinion, a conclusion, nor provide any form of assurance on it.

Other Supplemental Information

Our review was made for the purpose of expressing limited assurance that there are no material modifications that should be made to the basic financial statements in order to conform with generally accepted accounting principles. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented only for supplementary analysis purposes and are not a required part of the basic financial statements. This information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements and we are not aware of any material modifications that should be made thereto. Such information is the responsibility of management. We have not audited, reviewed, or compiled the other supplemental information and we do not express an opinion, a conclusion, nor provide any assurance on it.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated June 10, 2024, on the results of our agreed-upon procedures.



ROZIER, MCKAY, & WILLIS
Certified Public Accountants

Fire Protection District No. 12 of Rapides Parish

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2023

This section of the annual financial report presents our discussion and analysis of the Fire District's financial performance during the fiscal year ended December 31, 2023.

OVERVIEW OF FINANCIAL STATEMENTS

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Fire District's financial position and results of operations from differing perspectives which are described as follows:

Government-Wide Financial Statements

The government-wide financial statements report information about the Fire District as a whole using accounting methods similar to those used by private-sector companies. These financial statements report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Fire District's assets and all of the Fire District's liabilities. All of the Fire District's activities are classified as governmental activities in the government-wide financial statements. The governmental activities are financed primarily by property taxes, related revenue sharing, and fire insurance rebates.

Fund Financial Statements

Fund financial statements provide detailed information regarding the Fire District's most significant activities and are not intended to provide information for the Fire District as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Fire District only has one governmental fund. This fund is used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental fund uses a modified accrual basis of accounting that provides a short-term view of the Fire District's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

FINANCIAL ANALYSIS OF THE DISTRICT

A comparative analysis of the government-wide data for the current and previous year is presented as follows:

Net Position

A condensed version of the government-wide Statement of Net Position is presented as follows:

Fire Protection District No. 12 of Rapides Parish

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2023

	December 31,	
	2023	2022
<u>Assets:</u>		
Current and Other Assets	\$ 876,848	\$ 1,138,726
Capital Assets, net	1,385,764	1,470,852
Total Assets	2,262,612	2,609,578
<u>Liabilities:</u>		
Current and Other Liabilities	2,909	235,969
Long-term Liabilities	721,329	891,262
Total Liabilities	724,238	1,127,231
<u>Net Position:</u>		
Invested in Capital Assets, net	664,435	579,590
Restricted	344,026	344,704
Unrestricted	529,913	558,053
Total Net Assets	\$ 1,538,374	\$ 1,482,347

As the presentation appearing above demonstrates, the largest portion of the Fire District's net position is invested in capital assets, net of related debt. Net position invested in capital assets consist of land, buildings, and equipment less any debt used to acquire the assets that remains outstanding. The Fire District uses these capital assets to provide fire protection and other services to local residents; consequently, these amounts are not available for future spending.

An additional portion is invested in restricted assets. The restricted assets are cash, net of related payables, to build a new fire station.

The remaining net assets are unrestricted and may be used to meet the Fire District's ongoing obligations.

Changes in Net Position

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	For the Year Ended December 31	
	2023	2022
<u>Revenues:</u>		
Program Revenues:		
Insurance Rebate	\$ 9,515	\$ 11,130
Operating Grants and Contributions	---	---
Capital Grants and Contributions	---	---
General Revenue:		
Ad valorem Taxes	261,964	271,752
Other	3,446	2,509
Total Revenues	274,925	285,391
<u>Program Expenses:</u>		
Fire Protection	218,898	252,388

Fire Protection District No. 12 of Rapides Parish

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2023

Total Program Expenses	218,898	252,388
Change in Net Position	56,027	33,003
Net Position Beginning	1,482,347	1,449,344
Net Position Ending	\$ 1,538,374	\$ 1,482,347

As the accompanying presentation demonstrates, the Fire District's net position increased \$56,027. This increase is due to prudent use of the District's resources.

FINANCIAL ANALYSIS OF THE FIRE DISTRICT'S FUND

For the year ended December 31, 2023, differences between the government-wide presentation and the fund financial statements were limited to the reporting of capital assets and related depreciation and related debt.

BUDGET HIGHLIGHTS

For the year ended December 31, 2023, revenues and expenditures conformed to expectations.

CAPITAL ASSET ADMINISTRATION

For the year ended December 31, 2023, capital outlay activity only consisted the purchases of new equipment for the fire station.

DEBT ADMINISTRATION

The District paid required debt payments on certificates of indebtedness.

FACTORS EXPECTED TO EFFECT FUTURE OPERATIONS

At the present time, no known issues are expected to have a significant impact on future operations.

Fire Protection District No. 12 of Rapides Parish

Statement of Net Position

December 31, 2023

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash	\$ 621,087
Receivables (net)	255,761
Capital Assets	
Non depreciable capital assets	100,745
Depreciable capital assets, net	<u>1,285,019</u>
Total Assets	<u>2,262,612</u>
<u>LIABILITIES</u>	
Accounts Payable	2,909
Long-term Liabilities	
Long-term Debt	
Due within one year	173,995
Due in more than one year	<u>547,334</u>
Total Liabilities	<u>724,238</u>
<u>NET POSITION</u>	
Invested in Capital Assets, Net of Related Debt	664,435
Restricted for Capital Projects	344,026
Unrestricted	<u>529,913</u>
Total Net Position (deficit)	<u>\$ 1,538,374</u>

The accompanying notes are an integral part of the financial statements.

Fire Protection District No. 12 of Rapides Parish

Statement of Activities

For the Year Ended December 31, 2023

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue</u>	
		<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>		<u>Capital Grants and Contributions</u>
<u>Governmental Activities</u>					
Fire Protection	\$ 218,898	\$ -	\$ 9,515	\$ -	\$ (209,383)
Total Governmental Activities	<u>218,898</u>	<u>-</u>	<u>9,515</u>	<u>-</u>	<u>(209,383)</u>
			<u>General Revenues:</u>		
			Property Taxes		261,964
			Other		<u>3,446</u>
			Total General Revenues		<u>265,410</u>
			Change in Net Position		56,027
			Net Position - Beginning		<u>1,482,347</u>
			Net Position - Ending		<u>\$ 1,538,374</u>

The accompanying notes are an integral part of the financial statements.

Fire Protection District No. 12 of Rapides Parish

Balance Sheet - Governmental Funds

December 31, 2023

	General Fund	Capital Projects Fund	Total
<u>Assets:</u>			
Cash	\$ 277,061	\$ 344,026	\$ 621,087
Receivables	<u>255,761</u>	<u>-</u>	<u>255,761</u>
Total Assets	<u>\$ 532,822</u>	<u>\$ 344,026</u>	<u>\$ 876,848</u>
<u>Liabilities and Fund Balances:</u>			
Liabilities:			
Accounts Payable	\$ 2,909	\$ -	\$ 2,909
Total Liabilities	<u>2,909</u>	<u>-</u>	<u>2,909</u>
<u>Fund Balance:</u>			
Restricted	-	344,026	344,026
Unassigned	<u>529,913</u>	<u>-</u>	<u>529,913</u>
Total Fund Balance	<u>529,913</u>	<u>344,026</u>	<u>873,939</u>
Total Liabilities and Fund Balance	<u>\$ 532,822</u>	<u>\$ 344,026</u>	<u>\$ 876,848</u>

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets

Total Fund Balance - Governmental Fund	\$	873,939
Amounts reported for governmental activities in the statement of net position are different because:		
Capital Assets used in governmental activities are not financial resources and therefore are not reported in the funds		1,385,764
Liabilities not due and payable in the current period are excluded from the Governmental Fund Balance Sheet		<u>(721,329)</u>
Net Position of Governmental Activities	\$	<u>1,538,374</u>

The accompanying notes are an integral part of the financial statements.

Fire Protection District No. 12 of Rapides Parish

Statement of Revenues, Expenditures, and Changes in

Fund Balance - Governmental Funds

For the Year Ended December 31, 2023

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
<u>Revenues:</u>			
Ad valorem taxes	\$ 261,964	\$ -	\$ 261,964
2% Insurance Rebate	9,515	-	9,515
Other	3,446	-	3,446
Total revenues	<u>274,925</u>	<u>-</u>	<u>274,925</u>
<u>Expenditures:</u>			
Public Safety:			
Labor and related expenses	29,125	-	29,125
Fuel	10,084	-	10,084
Supplies	9,171	-	9,171
Insurance	25,328	-	25,328
Legal and accounting	6,528	-	6,528
Office expense	4,821	678	5,499
Repairs and maintenance	7,337	-	7,337
Other	13,045	-	13,045
Capital outlay	6,392	-	6,392
Debt Service	191,234	-	191,234
Total expenditures	<u>303,065</u>	<u>678</u>	<u>303,743</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(28,140)</u>	<u>(678)</u>	<u>(28,818)</u>
Fund balance - beginning of year	<u>558,053</u>	<u>344,704</u>	<u>902,757</u>
Fund balance - end of year	<u>\$ 529,913</u>	<u>\$ 344,026</u>	<u>\$ 873,939</u>

The accompanying notes are an integral part of the financial statements.

Fire Protection District No. 12 of Rapides Parish

***Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balances of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2023***

Net change in fund balances of Governmental Funds \$ (28,818)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense.

This is the amount by which capital outlays exceeded depreciation in the current period.

Capital expenditures reported by Governmental Funds	6,392	
Depreciation expense reported on a government-wide basis	<u>(91,480)</u>	(85,088)

Repayment of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

169,933

Change in net assets of governmental activities \$ 56,027

Fire Protection District No. 12 of Rapides Parish

Notes to Financial Statements

December 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fire Protection District No. 12 of Rapides Parish (the Fire District) was created to provide fire protection for portions of Rapides Parish. The Fire District was organized by joint action of the Police Jury of Parish of Rapides, and the Town of Cheneyville.

The Fire District is governed by a board of directors consisting of five members, each of which is a resident property taxpayer of the Fire District. Two members are appointed by the Rapides Parish Police Jury, two members by the Town of Cheneyville, and one member is selected by the preceding four members. The Fire District is a component unit of the Rapides Parish Police Jury, the primary governing body of the Parish and the governmental body with oversight responsibility. The accompanying financial statements present information only on the fund maintained by the Fire District and do not present financial information on the primary government, the general government services provided by that entity, or the other governmental units that are accountable to the primary government.

The accompanying policies conform to generally accepted accounting principles for governmental units.

Financial Reporting Entity

The basic criterion for including a potential component unit within the reporting entity is financial accountability. Criteria to be considered in determining financial accountability are described as follows:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the reporting entity to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the reporting entity.
2. Organizations for which the reporting entity does not appoint a voting majority but are fiscally dependent on the reporting entity.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the criteria presented above, the Fire District is a component unit of the Rapides Parish Police Jury. The accompanying component unit financial statements present information only on the funds maintained by the Fire Protection District No. 12 and do not present information on the police jury, the general government service provided by that governmental unit, or other governmental units that comprise the financial reporting entity.

Basic Financial Statements

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize all of the Fire District's operations as governmental activities. Governmental activities involve government services that are normally supported by taxes and intergovernmental revenues.

The government-wide and fund financial statements present the Fire District's financial position and results of operations from differing perspectives which are described as follows:

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the Fire District as a whole. The government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Fire Protection District No. 12 of Rapides Parish

Notes to Financial Statements

December 31, 2023

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include any charges for services and any grants

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Fire District's major funds are described as follows:

- General Fund: This fund is the primary operating fund of the Fire District and is used to account for all resources, except those required to be accounted for in other funds.
- Capital Projects Fund: This fund is used to account for construction activity that is financed from the proceeds of issuing certificates of indebtedness.

Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<u>Financial Statement Presentation</u>	<u>Basis of Accounting</u>	<u>Measurement Focus</u>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements	Modified Accrual Basis	Current Financial Resources

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as other financing sources and repayment of long-term debt is reported as an expenditure.

Use of Estimates before

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Restricted Assets

Any amounts reported as restricted assets, represent resources that must be expended in a specific manner. Restrictions of this nature can be imposed by tax propositions and various contractual obligations including grant agreements and bond covenants. Whenever restricted assets can be used to satisfy an obligation, the restricted assets are typically consumed before utilizing any unrestricted resources.

Fire Protection District No. 12 of Rapides Parish

Notes to Financial Statements

December 31, 2023

Budget Practices

Budgets of the general fund are prepared on the modified accrual basis of accounting. Unexpended appropriations of this fund lapse at the end of each fiscal year. Budgets of the general fund and all changes and amendments to these budgets are approved by the Board of Directors as a whole.

Capital Assets

Capital assets include significant acquisitions of equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. Useful lives typically range from five to forty years.

Cash and Cash Equivalents

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit, and highly liquid investments. Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law. Furthermore, interest rate risk associated with certificates of deposits is typically mitigated by purchasing instruments that mature in one year or less.

NOTE 2-CASH AND CASH EQUIVALENTS

Deposits are stated at cost, which approximates market value. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2023 the Fire District has \$621,087 in deposits (collected bank balance). These deposits are secured from risk by \$425,896 of federal deposit insurance and \$714,954 of pledged securities held by the custodial bank in the name of the fiscal agent bank. State law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 - AD VALOREM TAXES

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are collected by the Rapides Parish Sheriff's Office and remitted to the Fire District the month subsequent to collection.

Billed taxes become delinquent on January 1 of the following year. Revenues from ad valorem taxes are budgeted in the year billed. For the year ended December 31, 2023, 11.87 mills were assessed. The tax expires in 2027.

NOTE 4 - RECEIVABLES

Receivables at December 31, 2023, consisted entirely of amounts due from the Rapides Parish Sheriff's Office of \$255,761 for ad valorem taxes.

NOTE 5 - CAPITAL ASSETS

A summary of the Fire District's capital assets is provided as follows:

Fire Protection District No. 12 of Rapides Parish

Notes to Financial Statements

December 31, 2023

	Beginning Balance	Additions	Disposals	Ending Balance
<u>Non Depreciable Capital Assets</u>				
Construction in Process	\$ 855,296	\$ ----	\$ 855,296	\$ ----
Land	100,745	----	----	100,745
<u>Depreciable Capital Assets</u>				
Trucks	\$ 1,556,317	\$ ----	\$ ----	\$ 1,556,317
Building	289,120	855,296	----	1,144,416
Equipment	278,354	6,392	----	284,746
Furniture & Fixtures	9,507	----	----	9,507
Accumulated Depreciation	(1,618,487)	(91,480)	----	(1,709,967)
Total Net of Depreciation	\$ 514,811	\$ 770,208	\$ ----	\$ 1,285,019

Depreciation expense for the year ended December 31, 2023 is \$91,480.

NOTE 6 – ACCOUNTS PAYABLE

Accounts payable at December 31, 2023 consist entirely of amounts due to vendors.

NOTE 7 - RISK MANAGEMENT

The Fire District is exposed to various risks of loss related to torts, theft, damage or destruction of assets, errors and omissions; and natural disasters. The Fire District insures against these risks by participating in a public entity risk pool that operates as a common insurance program and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 8 - LONG-TERM LIABILITIES

Changes in the District's long-term debt for the year ended December 31, 2023, are presented as follows.

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Business-Type Activities</u>				
Certificates of Indebtedness	\$ 891,262	\$ ----	\$ 169,933	\$ 721,329

Revenue Bonds

The District has issued revenue bonds that are secured by and payable solely from a pledge of funds generated by a specific revenue source. Revenue bonds outstanding at December 31, 2023, are described as follows.

Revenue Bonds

\$1,225,200 Certificates of Indebtedness, Series 2021, bearing interest at a rate of 2.39%, payable in annual installments of \$191,234 with the final installment due in 2027. The Bonds are callable after 2023.	\$ 721,329
Portion due within one year	(173,995)
Portion due in more than one year	\$ 547,334

Fire Protection District No. 12 of Rapides Parish

Notes to Financial Statements
December 31, 2023

Maturity of Long-term Debt

A schedule of maturities of long-term debt is presented as follows:

<u>Year Ended June 30th</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 173,995	\$ 17,239	\$ 191,234
2025	178,153	13,081	191,234
2026	182,411	8,823	191,234
2027	186,770	4,464	191,234
Total Business-Type	<u>\$ 721,329</u>	<u>\$ 43,608</u>	<u>\$ 764,937</u>

Interest expense for the current year totaled \$21,301.

Fire Protection District No. 12 of Rapides Parish
Statement of Revenues, Expenditures, and Changes in
Fund Balance - General Fund Budget and Actual
For the Year Ended December 31, 2023

	Budget Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
Revenues:				
Ad valorem taxes	\$ 286,000	\$ 273,480	\$ 261,964	\$ (11,516)
State Revenue Sharing	1,100	1,600	1,600	-
2% Insurance Rebate	11,130	9,515	9,515	-
Miscellaneous	1,350	1,721	1,721	
Interest Income	-	-	125	125
Total revenues	<u>299,580</u>	<u>286,316</u>	<u>274,925</u>	<u>(11,391)</u>
Expenditures:				
Public Safety:				
Fuel	12,500	12,979	10,084	2,895
Labor	27,000	27,000	27,000	-
Supplies	4,000	8,860	9,171	(311)
Insurance	23,900	25,328	25,328	-
Legal and accounting	17,000	6,528	6,528	-
Office expense	4,000	5,170	4,821	349
Repairs and maintenance	8,646	10,553	7,337	3,216
Other	11,300	14,591	15,170	(579)
Capital outlay	-	-	6,392	(6,392)
Debt Service	191,234	191,234	191,234	-
Total expenditures	<u>299,580</u>	<u>302,243</u>	<u>303,065</u>	<u>(822)</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ (15,927)</u>	<u>\$ (28,140)</u>	<u>\$ (12,213)</u>

Fire Protection District No. 12 of Rapides Parish
Schedule of Compensation, Benefits and Other Payments
to Agency Head or Chief Executive Officer
For the Year Ended December 31, 2023

AGENCY HEAD - Edward Beaver, III, President of the Board

Conference Fees	\$ -
Lodging	-
	<u>\$ -</u>

Per review of the general ledger no payments were made to the agency head Edward Beaver III during the year.



June 10, 2024

INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES

To the Board of Directors
Fire Protection District No. 12
of Rapides Parish

We have performed the procedures enumerated below on the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2023, as required by Louisiana Revised Statute and the *Louisiana Governmental Audit Guide*. The District's management is responsible for its financial records and compliance with applicable laws and regulations.

The District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the District's compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2023. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

PUBLIC BID LAW:

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$250,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

Reviewed the general ledger for any expenditures made during the year for materials and supplies exceeding \$30,000. No such transactions were found.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain from management a list of the immediate family members of the Board Members as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of the Board Members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with a listing of all employees paid during the period under examination.



Rozier, McKay & Willis
Certified Public Accountants
Voice: 318.442.1608

160 Brown's Bend Road
Alexandria, Louisiana 71303
Online: CenlaCPAs.com

Fire Protection District No. 12 of Rapides Parish

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.
We examined the list the members of immediate family members and compared it to the list of employees provided from management. We determined none of the people listed as immediate family members were included on the list of employees.
5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.
We examined the list the members of immediate family members and their occupations and compared it to the list of disbursements made during the year. We determined none of the businesses listed were included in the list of disbursements

BUDGETING

6. Obtained a copy of the legally adopted budget and all amendments
Management provided us with a copy of both the original budget and amended budget.
7. Trace the budget adoption and amendments to the minute book.
We traced the adoption of the original budget by the Board of Fire Protection District No. 12 to minutes of the December 31, 2023 meeting
8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.
We compared revenues and expenditures of the final budget to actual revenues and expenditures. There were no unfavorable variances

ACCOUNTING AND REPORTING

9. Randomly select six disbursements made during the period under examination and:
(a) trace payments to supporting documentation as to proper amount and payee.
We examined supporting documentation for each of the six selected disbursements and found that all payments were for the proper amount and made to the correct payee
(b) determine if payments were properly coded to the correct fund and general ledger account.
All of the payments were properly coded to the correct fund and general ledger account.
(c) determine whether payments received approval from proper authorities.
Inspection of documentation supporting each of the six selected disbursements indicated that each disbursement was approved by the proper officials.

MEETINGS

10. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Fire Protection District No. 12 of Rapides Parish

The Fire District is only required to post a notice of each meeting and the accompanying agenda on the door of the meeting facility. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion

DEBT

11. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected the cash receipts journal for the period under examination and no proceeds from debt were detected.

ADVANCES AND BONUSES

12. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

We inspected payroll records and the minutes for the year to determine if there were payments to employees that may be considered a bonus, advance, or gift. We found no payments constituting a bonus, advance or gifts being paid during the year.

State Audit Law

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The District's report was submitted timely

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The District is in compliance with R.S. 24:513

Prior Comments and Recommendations

15. Review any prior year suggestions, recommendations, and or comments to determine the extent to which such matters have been resolved.

There were no prior year findings

We were engaged by the District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, and the result of that

Fire Protection District No. 12 of Rapides Parish

testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

A handwritten signature in blue ink that reads "Rozier, McKay & Willis". The signature is written in a cursive, flowing style.

ROZIER, MCKAY & WILLIS
Certified Public Accountants

***Fire Protection District No. 12 of Rapides Parish
 Managements Corrective Action Plan
 For the Year Ended December 31, 2023***

SECTION I - Review Report	
No findings were reported	Response – N/A
SECTION II - Attestation Report	
No findings were reported.	Response – N/A
SECTION III - Management Letter	
No findings were reported.	Response – N/A

Fire Protection District 12 of Rapides Parish

Schedule of Prior Year Findings

For the Year Ended December 31, 2023

SECTION I Internal Control and Compliance Material To The Financial Statements	
No findings were reported.	Response – N/A
SECTION II Internal Control and Compliance Material to Federal Awards	
No findings were reported.	Response – N/A
SECTION III - Management Letter	
No findings were reported.	Response – N/A

LOUISIANA ATTESTATION QUESTIONNAIRE
FOR THE YEAR ENDED DECEMBER 31, 2023

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

Dear Chief Executive Officer:

Attached is the Louisiana Attestation Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of the review/attestation engagement of Louisiana governmental agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected government officials should sign the document, in lieu of such a resolution.

The completed and signed attestation questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the independent certified public accountant at the beginning of the engagement.** The CPA will, during the course of his/her engagement, perform certain agreed-upon procedures to the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the CPA during the course of his/her engagement. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J. Waguespack, CPA
Louisiana Legislative Auditor

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

June 6th, 2024

Rozier, McKay, & Willis

180 Browns Bend Rd

Alexandria, LA 71303

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2023 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No [] N/A []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes No [] N/A []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes No [] N/A []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes No [] N/A []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No [] N/A []

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes No [] N/A []

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No [] N/A []

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No [] N/A []

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No [] N/A []

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes [] No [] N/A []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes [] No [] N/A []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [] No [] N/A []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [] No [] N/A []

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes [] No [] N/A []

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [] No [] N/A []

We acknowledge that we are responsible for determining that that the procedures performed are appropriate for the purposes of this engagement.

Yes [] No [] N/A []

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes [] No [] N/A []

We have provided you with all relevant information and access under the terms of our agreement.

Yes [] No [] N/A []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes [] No [] N/A []

We are not aware of any material misstatements in the information we have provided to you.

Yes [] No [] N/A []

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose

to you any such communication received between the end of the period under examination and the date of your report.

Yes [] No [] N/A []

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes [] No [] N/A []

The previous responses have been made to the best of our belief and knowledge.




Treasurer 6/3/2024 Date
Vice-
President 06/03/2024 Date