

DEBT

10. 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 copies of all bank deposit slips and bank statements for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

ADVANCES AND BONUSES

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

The fire department did not employ any employees for the year and a reading of the minutes of the fire department did not indicate any such payments made to the volunteer members.

We were not engaged in, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the management of Napoleonville Volunteer Fire Department and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and takes responsibility for the sufficiency of the procedures for their purpose. However, this report is a matter of public record and its distribution is not limited.

Waynespark & Associates (APAC)

Belle Meade, Louisiana
June 11, 1997

BUDGETING

1. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget and all amended budgets for the year.

2. Trace the budget adoption and amendments to the minute book.

We traced the adoption of the original budget to the minutes which indicated the budget had been adopted by the Commissioners of the Nipicowville Volunteer Fire Department. No amendments were made to the budget during the year.

3. Compare the revenues and expenditures of the final budget to actual revenues or expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures did not exceed budgeted amounts by more than 5%.

ACCOUNTING AND REPORTING

4. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was 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; and

The six disbursements 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 approval from the treasurer. In addition, the treasurer's report was issued to the fire department minutes when the report was approved by the commissioners.

REFERENCE

1. Dashed evidence indicating that agenda list meetings provided in the minute book was posted as advertised as required by RSA 45:421 through 42:1) (the open meetings law).

The Nipicowville Volunteer Fire Department posts a notice and accompanying agenda of each meeting on the station door. Although management has assured that such documents were properly posted, we could find no evidence supporting such assertions other than an unmarked copy of the notice and agenda.

WAGUESPACK & ASSOCIATES

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING ADDRESS-UPON PROCEEDINGS

To the Board of Commissioners of
Napoleonville Volunteer Fire Department
Napoleonville, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Napoleonville Volunteer Fire Department and the Legislative Auditor, State of Louisiana, solely to assist the audit in evaluating management's assertions about Napoleonville Volunteer Fire Department's compliance with certain laws and regulations during the period ended December 31, 1996 included in the accompanying *Louisiana Association Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sole responsibility of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below in either for the purpose for which this report has been requested or for any other purpose.

PUBLIC BID LAW

1. Select all expenditures made during the year for materials and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 48:58.2111, 2211 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$5,000 or for public works exceeding \$50,000.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 48:1122-1123 (the code of ethics), and a list of outside business interests of all 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.

All members and administrators of the fire department are volunteers. Therefore, the fire department had no employees during the period under examination.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included in the listing obtained from management in agreed-upon procedure (2) as immediate family members.

As indicated in procedure (3), there were no employees during the period under examination. Thus, this procedure would not be applicable.

**REPORT AND ACCOMPANYING QUESTIONNAIRE REQUIRED BY
THE LEGISLATIVE AUDITOR, STATE OF LOUISIANA**

**FIRE PROTECTION GRANT OF
NAPOLÉONVILLE VOLUNTEER FIRE DEPARTMENT
(RECEIVED FROM ASSUMPTION PARISH POLICE JURY)
Napoléonville, Louisiana**

**NOTES TO THE FINANCIAL STATEMENTS
December 31, 1996**

NOTE B - CASH AND CASH EQUIVALENTS AND INVESTMENTS - CONTINUED

Interest-bearing demand deposits	\$	48,380
Investments - certificates of deposit		<u>107,729</u>
Total bank balances	\$	<u>156,109</u>
Federal deposit insurance	\$	<u>156,000</u>
Total insurance	\$	<u>156,000</u>

NOTE C - CHANGES IN GENERAL FIXED ASSETS

The following is a summary of changes in fixed assets.

	BALANCE <u>12-31-95</u>	ADDITIONS	DELETIONS	BALANCE <u>12-31-96</u>
Fire protection facilities and equipment	\$ <u>48,487</u>	\$ <u>5,806</u>	\$ <u> </u>	\$ <u>54,293</u>

NOTE D - LITIGATION AND CLAIMS

There are no claims or litigations pending against the fire department at December 31, 1996 according to management of the fire department.

**FIRE PROTECTION GRANT OF
NAPLESVILLE VOLUNTEER FIRE DEPARTMENT
(RECEIVED FROM ASSUMPTION PARISH POLICE JURY)
Napoleonville, Louisiana**

**NOTES TO THE FINANCIAL STATEMENTS
December 31, 1996**

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Revenues are recognized in the accounting period in which they become collectible to the extent that it when they become measurable and available to finance expenditures of the fiscal period.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

BUDGET PRACTICE - The fire department adopts an annual budget based on anticipated revenues consistent with generally accepted accounting principles. Annual appropriations of funds are not made. Budgetary amounts are not integrated in the formal accounting system. Encumbrance accounting is not followed because of the small number of transactions involved.

CASH AND CASH EQUIVALENTS - For reporting purposes, cash and cash equivalents include cash, demand deposits, and time certificates of deposit. Amounts are classified as cash equivalents if the original maturities are 90 days or less. Under state law, the department may deposit funds within a local agent bank organized under the laws of the State of Louisiana and national banks having their principal offices in Louisiana. Further, the department may invest in time deposits or certificates of deposit in state banks organized under Louisiana law and national banks having principal offices in Louisiana.

GENERAL FIXED ASSETS AND DEFERRED LIABILITIES - Fixed assets are accounted for in the general fund assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost. The account group is not a fund. It is concerned only with the measurement of financial position and does not involve measurement of results of operations. It is the policy of the department not to capitalize intangibles. As the department has no infrastructure assets, an accounting policy for infrastructure assets has been adopted.

PENSION PLAN AND VACATION AND SICK LEAVE - All members of the fire department are volunteers. Therefore, the fire department does not contribute to a pension plan and does not have a formal vacation and leave policy.

NOTE B - CASH AND CASH EQUIVALENTS AND INVESTMENTS

At December 31, 1996, the department had cash and cash equivalents and investments in certificates of deposit totaling (book balances) \$134,503 at December 31, 1996. Cash and cash equivalents and investments are stated at cost, which approximates market. The following is a summary of cash and cash equivalents and investment in certificates of deposit (bank balances) at December 31, 1996, with the related federal deposit insurance:

**FIRE PROTECTION GRANT OF
NAPOLÉONVILLE VOLUNTEER FIRE DEPARTMENT
(DELETED FROM ASSUMPTION PARISH POLICE JURY)
Napoléonville, Louisiana**

**NOTES TO THE FINANCIAL STATEMENTS
December 31, 1994**

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Fire Protection Grant of Napoléonville Volunteer Fire Department received from Assumption Parish Police Jury have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for constituting governmental accounting and financial reporting principles. The more significant of the fire department's accounting policies are described below.

FINANCIAL REPORTING ENTITY - On April 18, 1981, the Assumption Parish Police Jury entered into a grant agreement with Napoléonville Volunteer Fire Department of Assumption Parish. The fire protection grant was for the purpose of acquiring, maintaining, and operating buildings, machines, water tanks, water hydrants, water lines and any other things necessary to provide proper fire prevention and arrest at the property within the boundaries of the department.

The volunteer fire department is a privately created quasi-public corporation that is subject to the grant provisions of its funding agency. The board members are not appointed by the police jury. The volunteer fire department is not financially dependent on the police jury and the nature and significance of their relationship with the police jury is not such that their exclusion would render the police jury's financial statements incomplete or misleading. Therefore, the volunteer fire department is a separate special purpose government.

The accompanying financial statements present information only on the fire protection grant received by the fire department from the Assumption Parish Police Jury and do not present information on the Police Jury, the general government services provided by that governmental unit, and other governmental units that comprise the Police Jury's reporting entity, nor any other non grant funds received by the fire department. Napoléonville Volunteer Fire Department of Assumption Parish has no component units.

FUND ACCOUNTING - The fire department is organized and operated on the basis of a fund and account group whereby a separate, self-balancing set of accounts is maintained that comprises its assets, liabilities, fund-equity, revenues, and expenditures.

SPECIAL REVENUE FUND - The special revenue fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

MEMORANDUM ONLY-TOTAL COLUMN - The total column on the balance sheet is captioned Memorandum Only (continued) to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a classification.

BASIS OF ACCOUNTING - Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement bases applied. The fire department's records are maintained on a cash basis of accounting. However, the fund, as reported in the accompanying financial statements, has been converted to a modified accrual basis of accounting using the following practices in recording revenues and expenditures:

**FIRE PROTECTION GRANT BY
 NAPOLEONVILLE VOLUNTEER FIRE DEPARTMENT
 (RECEIVED FROM ASSUMPTION PARISH POLICE JURY)
 Napoleonville, Louisiana**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCE - BUDGET (PLAN BASIS) AND ACTUAL -
 SPECIAL REVENUE FUND
 FIRE PROTECTION GRANT
 For the Year Ended December 31, 1994
 (See Accountant's Compilation Report)**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Intra-governmental revenues-			
Fire protection grant from Assumption Parish Police Jury	\$ 58,754	\$ 58,704	\$ -
Fire insurance rebate	8,047	8,047	-
Use of money and property-			
Interest earnings	<u>3,851</u>	<u>3,852</u>	<u>-</u>
TOTAL REVENUES	<u>71,152</u>	<u>72,153</u>	<u>1,001</u>
EXPENDITURES			
Current operating-			
Public safety	25,861	25,566	495
Capital outlay-			
Public safety	<u>3,283</u>	<u>3,596</u>	<u>(313)</u>
TOTAL EXPENDITURES	<u>29,144</u>	<u>29,162</u>	<u>(18)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>42,008</u>	<u>42,991</u>	<u>(983)</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>188,255</u>	<u>188,255</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$ 146,257</u>	<u>\$ 135,264</u>	<u>\$ 10,993</u>

The accompanying notes are an integral part of this statement.

**FIRE PROTECTION GRANT OF
 NAPOLEONVILLE VOLUNTEER FIRE DEPARTMENT
 (RECEIVED FROM ASSASSINATED POLICE BUREAU)
 Napoleonville, Louisiana**

**BALANCE SHEET - FIRE PROTECTION GRANT
 December 31, 1994
 (See Assessor's Completion Report)**

	Special Revenue Fund-Fire Protection Grant	General Fund Assets Acquired With Grant Funds	Total (Minimums Only)
ASSETS AND OTHER DEBITS			
Assets:			
Cash and cash equivalents	\$ 46,594	\$ -	\$ 46,594
Investments - Certificates of deposit	107,159	-	107,159
Receivable-Fire Protection Grant	200	-	200
Due from volunteer fund	-	-	-
General Fund Assets-Grant:			
Fire protection equipment	_____	31,719	31,719
TOTAL ASSETS AND OTHER DEBITS	\$ 154,962	\$ 31,719	\$ 186,681
LIABILITIES, EQUITY AND OTHER CREDITS			
LIABILITIES:			
Accounts payable	\$ _____	\$ _____	\$ 800
TOTAL LIABILITIES	_____	_____	800
Equity and Other Credits:			
Investments in general			
Fixed assets-grant funds	-	31,719	31,719
Fund balance-unreserved, undesignated	154,762	_____	154,762
TOTAL EQUITY AND OTHER CREDITS	154,762	31,719	186,481
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS	\$ 154,962	\$ 31,719	\$ 186,681

The accompanying notes are an integral part of this statement.

WAGUESPACK & ASSOCIATES
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INDEPENDENT ACCOUNTANT'S COMPLETION REPORT

To the Board of Commissioners of
Napoleonville Volunteer Fire Department
Napoleonville, Louisiana

We have compiled the accompanying fire protection grant financial statements of Napoleonville Volunteer Fire Department received from Assumption Parish Police Jury, Napoleonville, Louisiana, as stated for the year ended December 31, 1998, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A completion is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion in any other form of assurance on them.

As discussed in Note A, the financial statements present only the fire protection grant from Assumption Parish Police Jury and are not intended to present fairly the financial position and results of operations of Napoleonville Volunteer Fire Department, in conformity with generally accepted accounting principles.

Waguespack & Associates (APAC)

Belle Rose, Louisiana
June 11, 1999

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FINANCIAL STATEMENTS AND ACCOUNTANTS' COMPLETION REPORT

**FIRE PROTECTION BOARD OF
MONROEVILLE VOLUNTEER FIRE DEPARTMENT
(RECEIVED FROM ASSOCIATION PARISH POLICE JURY)
Monroeville, Louisiana
December 31, 1984**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, orally and, if appropriate, public officials. This report is available for public inspection at the State Comptroller of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1/13/85

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