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LORANGER VOLUNTEER FIRE DEPARTMENT

Loranger, Louisiana

FINANCIAL STATEMENTS

As of and for the Year Ended

December 31, 1988

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or receiver, city 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.

Release Date: SEP 13 2001

LONGVIEW VOLUNTEER FIRE DEPARTMENT

Longview, Louisiana

Financial Statements

As of and for the Year Ended
December 31, 1998

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LEE GRAY
Certified Public Accountant
an individual sole
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Acme, Louisiana, USA

MEMOR

AMERICAN INSTITUTE OF CPAs
PROPERTY OF AMERICAN INSTITUTE

FORM NO. 70 (REVISED)
FEBRUARY 1964-65

To the Members of the
Larange Volunteer Fire Department
Larange, Louisiana

I have compiled the accompanying financial statements of Larange Volunteer Fire Department as of and for the year ended December 31, 1985, in accordance with Statements on Standards for Accounting and Financial Services issued by the American Institute of Certified Public Accountants.

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

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Department's financial position and results of operations. Accordingly, those financial statements are not designed for those who are not informed about such matters.

Lee Gray
Certified Public Accountant

August 5, 1987

LORANGER VOLUNTEER FIRE DEPARTMENT

Statement of Assets and Liabilities Arising From
Associations and Certain Other Transactions
December 31, 1999

ASSETS

Cash	\$26,878
Receivables - appropriation from Rural Fire Protection District No. 2 of Tangipahoa Parish, Louisiana	41,210
Total Assets	<u>\$68,088</u>

LIABILITIES AND FUND EQUITY

Liabilities	
Accounts payable	\$1,700
Total Liabilities	1,700
Fund Equity	
Fund Balances - unreserved - undesignated	66,388
Total Liabilities and Fund Equity	<u>\$68,088</u>

See accountant's compilation report.

LONGVIEW VOLUNTARY FIRE DEPARTMENT

Statement of Revenues, Expenditures, and Changes
in Fund Balances, Assets, Liabilities,
Appropriations, and Certain Other Transactions,
For the Year Ended December 31, 1998

Revenues	
Appropriation from Fire Fly Protection District No. 2	\$70,100
Interest	477
Other	3,707
Total Revenues	\$74,284
Expenditures	
Equipment fuel	1,404
Insurance	8,100
Equipment supplies	3,774
Accounting	408
Other site maintenance	1,420
Equipment repairs and maintenance	6,713
Building repairs and maintenance	1,420
Fire chief	100
Telephone	63,561
Utilities	1,812
Radio communications	1,448
Note payments for Fire Fly Protection District No. 2	8,100
Miscellaneous	2,129
Total Expenditures	\$64,779
Excess of Revenues over Expenditures	9,505
Fund Balance at Beginning of Year	20,175
Fund Balance at End of Year	\$29,680

See accountant's compilation report.

LONGRIDGE VOLUNTEER FIRE DEPARTMENT

Statement of Revenues, Expenditures, and Changes
in Fund Balances from
Appropriations and Certain Other Transactions -
Budget, Actual, and Actual
for the Year Ended December 31, 1999

	Budget	Actual	Variance Favorable (Adverse) (\$)
Revenues			
Appropriation from:			
Rural Fire Protection District No. 2	\$44,000	\$17,750	(\$26,250)
Interest	-	671	671
Other	-	3,187	3,187
Total Revenues	44,000	21,508	(\$22,492)
Expenditures			
Equipment fuel	2,000	1,484	516
Insurance	1,100	9,586	(\$8,486)
Equipment supplies	4,700	3,776	924
Accounting	600	680	-
Other site maintenance	600	1,402	(\$772)
Equipment repairs and maintenance	9,000	9,710	2,307
Building repairs and maintenance	1,800	1,420	71
Fire chief	-	680	(\$680)
Telephone	4,000	13,881	(\$9,881)
Utilities	2,800	1,870	388
Packs/communications	8,800	1,246	6,454
Main payments for Rural Fire Protection District No. 2	9,800	9,640	110
Miscellaneous	1,200	2,129	(\$1,929)
Total Expenditures	44,800	50,279	(\$6,479)
Excess (Deficit) of Revenues over Expenditures	(\$800)	27,179	26,209
Fund Balance at Beginning of Year	39,873	39,873	-
Fund Balance at End of Year	320,743	396,231	620,779

See accountant's compilation report.

LOUISIANA VOLUNTEER FIRE DEPARTMENT

Selected Notes to Financial Statements December 31, 1998

The Louisiana Volunteer Fire Department is an unincorporated association of volunteer firemen serving the Louisiana, Louisiana, geographical area. The Louisiana Volunteer Fire Department is funded, for the most part, by an annual appropriation from the Rural Fire Protection District No. 2 of Tangipahoa Parish, Louisiana (Rural Fire Protection District No. 2).

The Rural Fire Protection District No. 2 contracts with the Louisiana Volunteer Fire Department and nine other fire departments to carry-out its mission of providing fire protection for the entire parish of Tangipahoa, including the incorporated municipalities and entire Third Ward in said parish.

Rural Fire Protection District No. 2 receives ad valorem taxes, state revenue sharing, and two percent fee insurance related monies and appropriates these monies, along with interest earnings, to the ten individual fire departments in accordance with an annual agreement. The primary responsibility of each fire department is the prevention and termination of fires which pose a threat to life or property within its areas of responsibility. The secondary responsibility is to respond to any and all calls for assistance from any of the other fire departments in Rural Fire Protection District No. 2.

The annual agreement provides that the appropriation of revenue from Rural Fire Protection District No. 2 is based upon the square miles served by the individual fire departments, the population within the area served, and the number of fire calls received in a given period. The agreement also requires that the individual fire departments expend the appropriations exclusively for the purpose of operating, maintaining, and/or purchasing equipment and supplies for their fire department, and for approved salaries. The agreement additionally requires the individual fire departments to present quarterly statements of funds received and expended.

NOTE

In August 1984, Rural Fire Protection District No. 2 incurred debt of \$26,825 for 2 years at an interest rate of 4% to purchase a 1976 Mack fire truck for Louisiana Volunteer Fire Department. The monthly rate of \$227 is paid by Louisiana Volunteer Fire Department. The balance of this note was \$6,578 as of December 31, 1998. This balance is not reflected as debt in the accompanying financial statements because it is in the name of Rural Fire Protection District No. 2.

The Mack fire truck is owned by Rural Fire Protection District No. 2, as are all general fixed assets used by Louisiana Volunteer Fire Department. Therefore, there are no general fixed assets reported in the accompanying financial statements.

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MEMBER

INSTITUTIONAL INVESTOR
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AFFILIATE MEMBER OF THE
INSTITUTE OF CERTIFIED PUBLIC
ACCOUNTANTS OF LOUISIANA (ICPA)

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Members of the
Loranger Volunteer Fire Department
Loranger, Louisiana

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of Loranger Volunteer Fire Department and the Legislature, State of Louisiana, solely to assist the users in evaluating management's assertions about Loranger Volunteer Fire Department's compliance with certain laws and regulations during the year ended December 31, 2018, included in the accompanying Louisiana Allocation Classification. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purposes for which this report has been requested or for any other purposes.

Note: Some procedures are not applicable because Loranger Volunteer Fire Department (a quasi-public entity) is not required to follow such laws by contract with its public funding agency, Rural Fire Protection District No. 2.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2217 (the public bid law).

No expenditures were made during the year for material and supplies exceeding \$5,000 or 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 42:1107-1110 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Loranger Volunteer Fire Department is not required to follow this law by contract with Rural Fire Protection District No. 2.

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

This procedure was not necessary since the Department is not required to follow the code of ethics.

Laranger Volunteer Fire Department
Independent Accountant's Report
on Adopting Agreed-Upon Procedures - (continued)

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

This procedure was not necessary since the Department is not required to follow the code of ethics.

Budgeting

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

Laranger Volunteer Fire Department is not required to follow this law by contract with Rural Fire Protection District No. 2.

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

This procedure was not necessary since the Department is not required to follow the budget law.

7. 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%.

This procedure was not necessary since the Department is not required to follow the budget law.

Accounting and Reporting

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

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

I examined supporting documentation for each of the six selected disbursements and originally did not find any supporting documentation for one disbursement to Interlink Communications, also, a disbursement to Payroll was originally made with only a statement (no data or invoice) as supporting documentation. However, the required documentation was later obtained by the Department from the vendors.

- (b) determine if payments were properly coded to the correct fund and general ledger account, and

The Department does not maintain a general ledger by account name, but by vendor name. Disbursements are coded quarterly in order to provide Rural Fire Protection District No. 2 with a cash basis financial statement, but no record of the coding is retained. It was therefore not possible to determine whether disbursements were properly coded.

- (c) determine whether payments received approval from proper authorities.

No approval was noted.

- (d) determine if payments were expended solely for the purposes of operating, maintaining, and/or purchasing of equipment and supplies, and additionally for salaries if approved by Fire Dist. Ct No. 2.

All of the payments were for the purposes stated above.

Loranger Volunteer Fire Department
Independent Accountant's Report
on Applying Agreed-Upon Procedures - (continued)

Recommendations

The Department should retain supporting documentation for every disbursement. Vendor statements alone do not constitute proper documentation as the details of the expenditures are not available.

The Department should prepare monthly (or quarterly) cash disbursements and cash receipt journals which are posted to a general ledger. The quarterly financial statement can then be prepared from this general ledger.

The Treasurer or other officer of the Department should initial each invoice prior to payment.

Findings

9. 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).

Loranger Volunteer Fire Department is not required to follow this law by contact with Rural Fire Protection District No. 2.

2001

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 instruments.

I noted no deposits which appeared to be proceeds of bank loans, bonds, or like instruments.

Assesses and Benefits

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

Loranger Volunteer Fire Department is not required to follow this law by contact with Rural Fire Protection District No. 2.

Other Matters

12. No per diem was paid to members during the year ended December 31, 1999.
13. I noticed that the Loranger Volunteer Fire Department is an unincorporated association. Although I am unable as to whether it is a legal requirement that the Department be incorporated, as a practical matter you should consider incorporating. If the Department is incorporated, it may help minimize the financial liability of the members in the event of a lawsuit.

Also, the Department has not obtained a determination from the Internal Revenue Service as to tax-exempt status.

Loranger Volunteer Fire Department
Independent Accountant's Report
on Applying Agency-Upon Procedures - (continued)

Recommendation:

I suggest that you incorporate your organization as a nonprofit organization. I also suggest that you apply with the Internal Revenue Service, after incorporating, for an exemption from Federal income taxes.

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

This report is intended solely for the use of management of Loranger 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 taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.


Certified Public Accountant

August 6, 1997