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Livingston Parish Fire Protection District No. 1

Albany, Louisiana

Compilation Report

Year Ended December 31, 1998

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

Release Date 6-30-99

Livingston Parish Fire Protection District No. 1
Albany, Louisiana
Year Ended December 31, 1998

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TRANSMITTAL LETTER
Component Unit Financial Statements

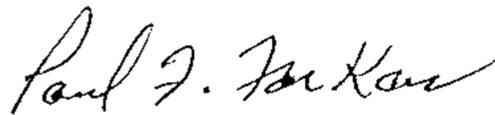
December 31, 1998

Office of Legislative Auditor
Attention: Ms. JoAnne Sanders
1600 North Third Street
Post Office Box 94397
Baton Rouge, LA 70804-9397

Dear Ms. Sanders:

In accordance with Louisiana Revised Statute 24:514, enclosed are the component unit financial statements for Livingston Parish Fire Protection District No. 1 as of and for the year ended December 31, 1998. The report includes all funds under the control and authority of the district. The accompanying component unit financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,



Mr. Paul Farkas, President
Livingston Parish Fire Protection District No. 1

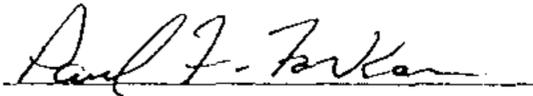
Enclosure

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Annual Sworn Financial Statements as of and for the Year Ended December 31, 1998

AFFIDAVIT

Personally came and appeared before the undersigned authority, Mr. Paul Farkas, President, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Livingston Parish Fire Protection District No. 1 as of December 31, 1998, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.


Signature

Sworn to and subscribed before me this 14th day of June, 1999.


Notary Public

Officer:	Mr. Paul Farkas, President
Address:	Post Office Box 1391 Albany, Louisiana 70711
Telephone:	(504) 567-9697

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Warren A. Wool, CPA
Michael P. Estay, CPA
Dale H. Jones, CPA
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MEMBERS
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Society of Louisiana CPAs

ACCOUNTANT'S COMPILATION REPORT

Board of Commissioners
Livingston Parish Fire Protection District No. 1
Post Office Box 1391
Albany, Louisiana 70711

We have compiled the accompanying balance sheet of Livingston Parish Fire Protection District No. 1 as of December 31, 1998, and the related statements of revenues, expenditures and changes in fund balance for the year then ended in accordance with the Statements on Standards for Accounting and Review 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. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.



Bruce Harrell & Company, CPAs
A Professional Accounting Corporation

May 10, 1999

Livingston Parish Fire Protection District No. 1

Statement A

**Balance Sheet
All Fund Types and Account Groups
December 31, 1998**

	<u>General Fund</u>	<u>General Fixed Asset Account Group</u>	<u>Total (Memo Only)</u>
Assets			
Cash & Cash Equivalents	\$ 71,057	\$ -	\$ 71,057
Ad Valorem Taxes Receivable	33,188	-	33,188
State Revenue Sharing Receivable	4,963	-	4,963
Land	-	1,000	1,000
Buildings	-	8,265	8,265
Vehicles	-	94,989	94,989
Fire Protection Equipment	-	69,896	69,896
Office Equipment and Furniture	-	7,655	7,655
Other Assets	-	1,650	1,650
Total Assets	\$ <u>109,208</u>	\$ <u>183,455</u>	\$ <u>292,663</u>
Liabilities and Fund Equity			
Liabilities:			
Accounts Payable	\$ 1,543	\$ -	\$ 1,543
Total Liabilities	<u>1,543</u>	<u>-</u>	<u>1,543</u>
Fund Equity:			
Fund Balance	107,665	-	107,665
Investment in General Fixed Assets	-	183,455	183,455
Total Fund Equity	<u>107,665</u>	<u>183,455</u>	<u>291,120</u>
Total Liabilities and Fund Equity	\$ <u>109,208</u>	\$ <u>183,455</u>	\$ <u>292,663</u>

See accountant's compilation report.
The accompanying notes are an integral part of these statements.

Livingston Parish Fire Protection District No. 1

Statement B

**Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund Types
For The Year Ended December 31, 1998**

	<u>General Fund</u>
Revenues	
Ad Valorem Taxes	\$ 40,072
Donations	5
Fire Insurance Rebate	8,741
Interest Income	3,409
State Revenue Sharing	14,595
Total Revenues	<u>66,822</u>
Expenditures	
Current Operating:	
Administrative	2,800
Gas and Oil	1,478
Insurance	10,100
Payroll Taxes	515
Per Diem	5
Professional Services	2,000
Public Safety	19,086
Repairs	4,516
Salary	6,720
Travel	1,290
Uniforms	238
Utilities	3,853
Capital Outlays:	
Vehicles	31,524
Fire Protection Equipment	1,140
Office Equipment and Furniture	198
Total Expenditures	<u>85,463</u>
Excess Revenues (Expenditures)	(18,641)
Fund Balance, Beginning of Year	126,306
Fund Balance, End of Year	<u>\$ 107,665</u>

See accountant's compilation report.

The accompanying notes are an integral part of these statements.

Livingston Parish Fire Protection District No. 1

Statement C

**Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget (GAAP Basis) and Actual - Governmental Fund Types - General Fund
For The Year Ended December 31, 1998**

Revenues	<u>Budget</u>	<u>Actual</u>	<u>Variance: Favorable (Unfavorable)</u>
Ad Valorem Taxes	\$ 39,800	\$ 40,072	\$ 272
Donations	-	5	5
Fire Insurance Rebate	8,700	8,741	41
Interest Income	3,575	3,409	(166)
State Revenue Sharing	14,450	14,595	145
Total Revenues	<u>66,525</u>	<u>66,822</u>	<u>297</u>
Expenditures			
Current Operating:			
Administrative	3,200	2,800	400
Gas and Oil	1,400	1,478	(78)
Insurance	10,300	10,100	200
Payroll Taxes	500	515	(15)
Per Diem	-	5	(5)
Professional Services	2,000	2,000	-
Public Safety	20,100	19,086	1,014
Repairs	4,700	4,516	184
Salary	6,700	6,720	(20)
Travel	1,300	1,290	10
Uniforms	-	238	(238)
Utilities	3,500	3,853	(353)
Capital Outlays:			
Vehicles	31,500	31,524	(24)
Fire Protection Equipment	1,100	1,140	(40)
Office Equipment and Furniture	200	198	2
Total Expenditures	<u>86,500</u>	<u>85,463</u>	<u>1,037</u>
Excess Revenues (Expenditures)	<u>\$ (19,975)</u>	<u>(18,641)</u>	<u>\$ 1,334</u>
Fund Balance, Beginning of Year		<u>126,306</u>	
Fund Balance, End of Year		<u>\$ 107,665</u>	

See accountant's compilation report.
The accompanying notes are an integral part of these statements.

Livingston Parish Fire Protection District No. 1
Albany, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

Introduction

Livingston Parish Fire Protection District No. 1 was created by an ordinance of the Livingston Parish Council for the purpose of acquiring, maintaining, and operating buildings, machinery, water tanks, water hydrants, water lines, and any other things necessary to provide proper fire prevention and control of the property within the fire district. The district operates under the direction of a five-member board appointed by the Livingston Parish Council. The district also employs two part-time workers for bookkeeping and management services. On January 25, 1997, the Albany Volunteer Fire department merged into Livingston Parish Fire Protection District No. 1. This merger was approved by the Livingston Parish Council and the Village of Albany.

1. Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying component unit financial statements of the Livingston Parish Fire Protection District No. 1 have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Reporting Entity

As a governing authority of the parish, for reporting purposes, the Livingston Parish Council is the financial reporting entity for Livingston Parish. The financial reporting entity consists of (a) the primary government (Council), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Livingston Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the Council 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 Council.
2. Organizations for which the Council does not appoint a voting majority but are fiscally dependent on the Council.
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.

Livingston Parish Fire Protection District No. 1
Albany, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

Because the Council appoints the governing board, can significantly influence operations, accounts for fiscal matters and the scope of public service, the fire district was determined to be a component unit of the Livingston Parish Council, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the fire district and do not present information on the Council, the general government services provided by that governmental unit, or the other units that comprise the governmental reporting entity.

C. Fund Accounting

The fire district uses one fund and one account group to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

The fire district has only one fund category, governmental, and one fund type in this category, the General Fund. This fund is described as follows:

General Fund

The general fund, as provided by the Louisiana Revised Statute 33:1422, is the principal fund of the fire district and accounts for the operations of the fire district. The fire district's primary source of revenue is an ad valorem tax levied by the Council. General operating expenditures are paid from this fund.

D. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year. The amount of taxes not expected to be collected is not material and no provision for such is provided. Substantially all other revenues are recorded when received.

Livingston Parish Fire Protection District No. 1
Albany, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

Expenditures

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

E. Budgets

The budget was prepared on the modified accrual basis of accounting, and was adopted December 15, 1997. The budget was amended December 21, 1998. All expenditure appropriations lapse at year end.

F. Cash And Cash Equivalents

Cash includes amounts in demand deposits. Cash equivalents include amounts in time deposits with original maturities of 90 days or less. Under state law, the fire district may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. Fixed Assets

Fixed assets of governmental funds are recorded as expenditures at the time they are purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. General fixed assets provided by the parish council are not recorded within the general fixed assets group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available.

H. Compensated Absences

The district does not have a formal leave policy, nor do district employees accumulate leave or vest benefits.

I. Total Columns on Statements

The total columns on the statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with general accounting principles. Neither is such data comparable to a consolidation.

2. Levied Taxes

The following is a summary of authorized and levied ad valorem taxes:

Authorized Ad Valorem Millage	10 Mills
Levied Ad Valorem Millage	10 Mills

Livingston Parish Fire Protection District No. 1
Albany, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

3. Cash And Cash Equivalents

At December 31, 1998, the Fire District has cash and cash equivalents (book balances) totaling \$71,057 as follows:

Demand Deposits	\$ 18,525
Time Deposits	<u>52,532</u>
	<u>\$ 71,057</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) 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. At December 31, 1998, the fire district has \$71,432 in deposits (collected bank balances). These deposits are secured from risk by \$71,432 of federal deposit insurance.

4. Intergovernmental Receivables

The intergovernmental receivables of \$38,151 at December 31, 1998 are as follows:

Ad Valorem Taxes Receivable	\$ 33,188
State Revenue Sharing Receivable	<u>4,963</u>
	<u>\$ 38,151</u>

5. Changes in General Fixed Assets

The changes in general fixed assets follow:

	Beginning Balance	Additions	Deletions	Ending Balance
Land	\$ 1,000	\$ -	\$ -	\$ 1,000
Buildings	8,265	-	-	8,265
Vehicles	63,465	31,524	-	94,989
Fire Protection Equipment	68,756	1,140	-	69,896
Office Equipment/Furniture	7,457	198	-	7,655
Other Assets	1,650	-	-	1,650
	<u>\$ 150,593</u>	<u>\$ 32,862</u>	<u>\$ -</u>	<u>\$ 183,455</u>

6. Compensated Absences

At December 31, 1998, the fire district does not have any employees which accumulate or vest benefits.

Livingston Parish Fire Protection District No. 1
Albany, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

7. Leases

At December 31, 1998, the fire district does not have any capital or operating leases.

8. Litigation and Claims

At December 31, 1998, the fire district does not have any litigation or claims against it.

9. Compensation of Commissioners

Louisiana Revised Statute 33:4564(B) provides that commissioners may receive a per diem of \$10 for each meeting of the commission. The five district commissioners have elected to receive \$1 each per year as compensation for their services.

Bruce C. Harrell, CPA

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners
Livingston Parish Fire Protection District No. 1
Post Office Box 1391
Albany, Louisiana 70711

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Livingston Parish Fire Protection District No. 1 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Livingston Parish Fire Protection District No. 1's compliance with certain laws and regulations during the year ended December 31, 1998 included in the accompanying *Louisiana Attestation Questionnaire*. 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 the report. Consequently, we make no representation regarding the sufficiency of the procedures described below 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 \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

All purchases above \$15,000 were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

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 42:1101-1124 (the code of ethics), and a list of outside business interest 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.

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

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

BRUCE HARRELL & CO.

CERTIFIED PUBLIC ACCOUNTANTS

A Professional Accounting Corporation

Page 2

None of the employees included in the list obtained from management in agreed-upon procedures (3) were also included on the list obtained from management in agreed-upon procedures (2) as immediate family members.

Budgeting:

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

Management provided us with the required budget and amendments.

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

Evidence of the budget being adopted and amended was found in the district's minutes.

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

Actual revenues and expenditures did not exceed budgeted amounts by 5% or more.

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,

Examination of supporting documentation for each of six selected disbursements found that payment was for proper amounts to the correct payees.

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

All six 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 the documentation supporting each of six selected disbursements indicated approval from the board of commissioners.

Meetings:

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

The district properly complied with the requirements of the open meetings law.

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.

Inspection of all bank deposit slips for the period under examination showed that none of the deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses:

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.

No payments to employees appear to be bonuses, advances, or gifts.

Our prior year report dated May 8, 1998 did not include any comments or unresolved matters.

We were 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, 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 management of Livingston Parish Fire Protection District No. 1 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.



Bruce Harrell and Company, CPAs
A Professional Accounting Corporation

May 10, 1999

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

12/21/98 (Date Transmitted)

Bruce Harrell : Company, CPAs
109 West Minnesota Park, Suite #7
Hammond, LA 70403 (Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of May 10, 1999 (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [] No []

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 LSA-RS 42:1101-1124.

Yes [] No []

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 LSA-RS 42:1119.

Yes [] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [] No []

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 LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [] No []

