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WARDS 4 & 5 FIRE PROTECTION DISTRICT  
OF BIENVILLE PARISH  
BIENVILLE PARISH POLICE JURY  
Ringgold, Louisiana

General Purpose Financial Statements

FOR THE YEAR ENDED DECEMBER 31, 2003

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 9.1.04

WARDS 4 & 5 FIRE PROTECTION DISTRICT OF BIENVILLE PARISH  
BIENVILLE PARISH POLICE JURY  
Ringgold, Louisiana

General Purpose Financial Statements  
As of and for the year ended December 31, 2003  
With Supplemental Information Schedules

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# JAMIESON, WISE & MARTIN

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WM. PEARCE JAMIESON, C.P.A.(1991)

MEMBERS

AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

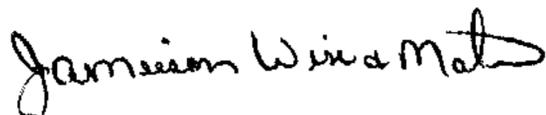
## ACCOUNTANTS' COMPILATION REPORT

To the management of the Ward 4 & 5 Fire  
Protection District of Bienville Parish  
Ringgold, Louisiana

We have compiled the accompanying general purpose financial statements of the Ward 4 & 5 Fire Protection District of Bienville Parish, a component unit of the Bienville Parish Police Jury, as of and for the year ended December 31, 2003, in accordance with 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 of the Ward 4 & 5 Fire Protection District of Bienville Parish. We have not audited or reviewed the accompanying general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated June 29, 2004, on the results of our agreed-upon procedures.



Minden, LA  
June 29, 2004

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**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Management of the Ward 4 & 5 Fire Protection  
District of Bienville Parish

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Ward 4 & 5 Fire Protection District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Ward 4 & 5 Fire Protection District's compliance with certain laws and regulations during the year ended December 31, 2003 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 and applicable standards of *Government Auditing Standards*. 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 material 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).

For the year ended December 31, 2003, no expenditures were made for materials, supplies or public works that were in violation of 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 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.

Management provided us with the required list.

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

None of the employees included on the list of employees provided by management [agreed-upon procedure (3)] appeared on the list provided by management in agreed-upon procedure (2).

### ***Budgeting***

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

Management provided us with a copy of the original budget with amendments noted. There was one amendment made during the year ended December 31, 2003.

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

We traced the adoption of the original budget to the minutes of a meeting held on December 9, 2002. We traced the amendments to the budget to the minutes of a meeting held on December 9, 2003, which indicated that the amendment was appropriately adopted.

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%.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fail to meet budgeted revenues by 5% or more. Expenditures for the year 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;

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

All six 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 approval from the Board of Commissioners.

### *Meetings*

- 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).

The Ward 4 & 5 Fire Protection District is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion other than a file containing copies of the notices and agendas and copies of notices and agendas on bulletin board within the district's office building.

### *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 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 minutes for the year to determine whether any payments have been made to employees, which may constitute bonuses, advance, or gifts.

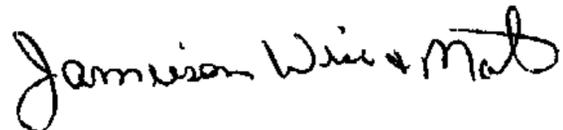
We inspected payroll records and minutes for the year and noted no instances, which would indicate payments to employees, which would constitute bonuses, advances, or gifts.

Our prior year report, dated May 28, 2003, included comments and 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 the Ward 4 & 5 Fire Protection District 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Minden, Louisiana  
June 29, 2004

LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)

1/9/04 (Date Transmitted)

Jamieson, Wise & Martin  
PO Box 897  
Minden LA 71058

(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 (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 [ ]

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [] No [ ]

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.  
Yes [  ] No [  ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.  
Yes [  ] No [  ]

**Debt**

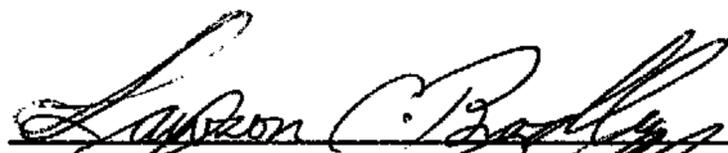
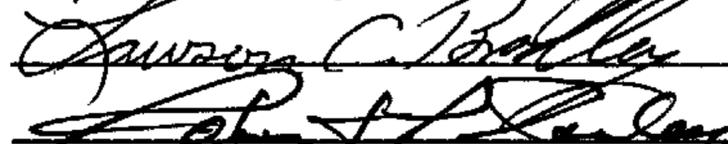
It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.  
Yes [  ] No [  ]

**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, LSA-RS 14:138, and AG opinion 79-729.  
Yes [  ] No [  ]

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

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

	Secretary	1-9-04	Date
	Treasurer	1-9-04	Date
	President	1-9-04	Date

Note: If the engagement is for a routine compilation/attest that will be completed within six months of the entity's fiscal year-end and the CPA will submit either a Fax Approval Form or an Email engagement approval form to the legislative auditor, the space for the legislative auditor's approval may be omitted.

**GENERAL PURPOSE FINANCIAL STATEMENTS**

WARDS FOUR AND FIVE FIRE PROTECTION DISTRICT  
OF BIENVILLE PARISH  
RINGGOLD, LOUISIANA

Balance Sheet - All Fund Types and Accounts Groups  
December 31, 2003

	<u>Governmental Fund Types</u>		<u>Account Group</u>	Total (Memorandum Only)
	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>General Fixed Assets</u>	
<b>ASSETS AND OTHER DEBITS</b>				
Cash	\$ 311,765	-	-	311,765
Receivables	258,727	-	-	258,727
Land, buildings, improvements and equipment	-	-	1,615,478	1,615,478
Total assets	<u>\$ 570,492</u>	<u>-</u>	<u>1,615,478</u>	<u>2,185,970</u>
<b>LIABILITIES AND FUND EQUITY</b>				
Liabilities:				
Accounts payable	\$ 3,132	-	-	3,132
Administrative fees payable	9,397	-	-	9,397
Deferred revenues	42,017	-	-	42,017
Total liabilities	<u>54,546</u>	<u>-</u>	<u>-</u>	<u>54,546</u>
Fund equity:				
Investment in general fixed assets	-	-	1,615,478	1,615,478
Fund balances -				
Unreserved - undesignated	515,946	-	-	515,946
Total fund equity	<u>515,946</u>	<u>-</u>	<u>1,615,478</u>	<u>2,131,424</u>
Total liabilities and fund equity	<u>\$ 570,492</u>	<u>-</u>	<u>1,615,478</u>	<u>2,185,970</u>

The accompanying notes are an integral part of this financial statement.

WARDS FOUR AND FIVE FIRE PROTECTION DISTRICT  
OF BIENVILLE PARISH  
RINGGOLD, LOUISIANA

Governmental Fund Types  
Statements of Revenue, Expenditures and Changes in Fund Balances  
For the year ended December 31, 2003

	General Fund	Debt Service Fund	Total (Memorandum Only)
<b>REVENUES</b>			
Ad valorem taxes	\$ 232,811	-	232,811
Interest	2,043	3	2,046
Intergovernmental revenues -			
Bienville Parish Police Jury	11,168	-	11,168
La Dept. of Agriculture & Forestry	2,035	-	2,035
Miscellaneous	<u>15</u>	<u>-</u>	<u>15</u>
Total revenues	<u>248,072</u>	<u>3</u>	<u>248,075</u>
<b>EXPENDITURES</b>			
Current - public safety:			
Salaries & related expenses	50,270	-	50,270
Repairs & maintenance	9,967	-	9,967
Insurance	17,859	-	17,859
Office rent & expenses	3,498	-	3,498
Supplies	19,409	-	19,409
Telephone & utilities	14,530	-	14,530
Training & uniforms	2,089	-	2,089
Legal & accounting	1,810	-	1,810
Administrative fees	9,397	-	9,397
Capital outlay	<u>8,309</u>	<u>-</u>	<u>8,309</u>
Total expenditures	<u>137,138</u>	<u>-</u>	<u>137,138</u>
Excess (deficiency) of revenues over expenditures	110,934	3	110,937
<b>Other Financing Sources</b>			
Transfer from Debt Service	<u>1,403</u>	<u>(1,403)</u>	<u>-</u>
Excess of revenues and other sources over expenditures	112,337	(1,400)	110,937
Fund balances at beginning of year	<u>403,609</u>	<u>1,400</u>	<u>405,009</u>
Fund balances at end of year	<u>\$ 515,946</u>	<u>-</u>	<u>515,946</u>

The accompanying notes are an integral part of this financial statement.

WARDS FOUR AND FIVE FIRE PROTECTION DISTRICT  
OF BIENVILLE PARISH  
RINGGOLD, LOUISIANA

Governmental Fund Type - General Fund  
Statement of Revenue, Expenditures and Changes in  
Fund Balance - Budget (Cash Basis) and Actual  
For the Year Ended December 31, 2003

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
<b>REVENUES</b>			
Ad valorem taxes	\$ 200,800	207,523	6,723
Interest	1,971	2,043	72
Intergovernmental -			
Bienville Parish Police Jury	11,168	11,168	-
La Dept. of Agriculture & Forestry	2,035	2,035	-
Other revenues	-	15	15
Total revenues	<u>215,974</u>	<u>222,784</u>	<u>6,810</u>
<b>EXPENDITURES</b>			
Current - public safety:			
Salaries & related expenses	48,223	50,322	(2,099)
Repairs & maintenance	10,863	10,863	-
Insurance	17,859	17,859	-
Office rent & expenses	3,326	3,243	83
Supplies	17,335	19,143	(1,808)
Telephone & utilities	15,303	14,305	998
Training & uniforms	1,984	1,983	1
Legal & accounting	1,675	1,810	(135)
Administrative expenses	6,723	6,723	-
Miscellaneous	242	242	-
Capital outlay	<u>11,638</u>	<u>12,233</u>	<u>(595)</u>
Total expenditures	<u>135,171</u>	<u>138,726</u>	<u>(3,555)</u>
Excess of revenues over expenditures	80,803	84,058	3,255
<b>Other Financing Sources</b>			
Transfer from Debt Service	<u>-</u>	<u>1,403</u>	<u>1,403</u>
Excess of revenues and other sources over expenditures	80,803	85,461	4,658
Fund balance at beginning of year	<u>225,751</u>	<u>225,751</u>	<u>-</u>
Fund balance at end of year	<u>\$ 306,554</u>	<u>311,212</u>	<u>4,658</u>

WARDS FOUR AND FIVE FIRE PROTECTION  
DISTRICT OF BIENVILLE PARISH  
Ringgold, Louisiana  
Notes to Financial Statements  
As of and for the year ended December 31, 2003

**INTRODUCTION**

Wards Four and Five Fire Protection District of Bienville Parish was created by the Bienville Parish Police Jury on May 11, 1988. The District includes all of Wards Four and Five of Bienville Parish. Jamestown Area Fire Protection District, which was created by the Bienville Parish Police Jury on September 11, 1985, was abolished upon creation of Wards Four and Five Fire Protection District and its assets and liabilities were transferred to the new District. The District is governed by a five-member board, of which two members are appointed by the Police Jury, one each by the Village of Jamestown and the Town of Ringgold, respectively, and one by the other four members of the board. Board members serve without compensation. The District is responsible for maintaining and operating fire stations and equipment and providing fire protection within the boundaries of the District.

1. The following is a summary of certain significant accounting policies:

**A. Basis of Presentation**

The accompanying component unit financial statements of the Ward 4 & 5 Fire Protection District 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 establishing governmental accounting and financial reporting principles.

**B. Reporting Entity**

The District is a component unit of the Bienville Parish Police Jury, the financial reporting entity. The police jury is financially accountable for the District because it appoints a voting majority of the board and has the ability to impose its will on them.

The accompanying financial statements present information only on the funds maintained by the District and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise that financial reporting entity.

WARDS FOUR AND FIVE FIRE PROTECTION  
DISTRICT OF BIENVILLE PARISH  
Ringgold, Louisiana  
Notes to Financial Statements  
As of and for the year ended December 31, 2003

**C. Fund Accounting**

The District uses funds and account groups 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 related 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 funds because they do not directly affect net expendable available financial resources.

Funds of the district are classified as governmental funds. Governmental funds account for the District's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds of the district include:

1. General Fund –the general operating fund of the district and accounts for all financial resources, except those required to be accounted for in other funds.
2. Debt Service Fund –account for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term obligations account group.

**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 generally are included on the balance sheet. Operating statements for these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental fund.

WARDS FOUR AND FIVE FIRE PROTECTION  
DISTRICT OF BIENVILLE PARISH  
Ringgold, Louisiana  
Notes to Financial Statements  
As of and for the year ended December 31, 2003

The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Under the modified accrual basis of accounting, revenues should be recognized in the accounting period in which they become available and measurable.

Ad valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Intergovernmental revenues are recorded when the District is entitled to the funds.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Substantially all other revenues are recorded when received.

**Expenditures**

With the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except that principal and interest on general long-term debt is recognized when due.

**Other Financing Sources**

Proceeds from the sale of long-term bonds are accounted for as an other financing source and are recognized when the underlying events occur.

WARDS FOUR AND FIVE FIRE PROTECTION  
DISTRICT OF BIENVILLE PARISH  
Ringgold, Louisiana  
Notes to Financial Statements  
As of and for the year ended December 31, 2003

**E. Budgets**

The district uses the following budget practices:

1. The Fire District clerk prepares a proposed budget and submits same to the Board of commissioners no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection (if required). At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted by the board of commissioners prior to the commencement of the fiscal year for which the budget is being adopted.
5. Budgetary amendments involving the transfer of funds from one department, program or function to another or involving increases in expenditures which results from revenues exceeding amounts estimated require the approval of the board of commissioners.
6. Budgetary appropriations lapse at the end of the fiscal year.
7. The budget for the General fund was not adopted on a basis consistent with generally accepted accounting principles (GAAP).

WARDS FOUR AND FIVE FIRE PROTECTION  
DISTRICT OF BIENVILLE PARISH  
Ringgold, Louisiana  
Notes to Financial Statements  
As of and for the year ended December 31, 2003

8. The revenues and expenditures shown on page 10 are reconciled with the amounts reflected on the budget comparison on page 11 as follows:

	<u>General Fund</u>
Excess of revenues over expenditures, GAAP basis	\$ 110,934
To adjust for receivables	(65,993)
To adjust for payables	<u>39,117</u>
Excess of revenues over expenditures, Budget – CASH basis	\$ <u>84,058</u>

**F. Cash**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the district may deposit funds in demand deposits, interest-bearing demand deposits, and money market accounts with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the district may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

**G. Fixed Assets**

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are reported in the general fixed asset account group. The cost of normal maintenance and repairs that do not add to the value of fixed assets or materially extend their useful lives is not capitalized. Public domain (infrastructure) general fixed assets consisting of parking lots and other improvements are not capitalized. Interest costs incurred during construction are not capitalized. No depreciation has been provided on general fixed assets. All

WARDS FOUR AND FIVE FIRE PROTECTION  
DISTRICT OF BIENVILLE PARISH  
Ringgold, Louisiana  
Notes to Financial Statements  
As of and for the year ended December 31, 2003

fixed assets are valued at historical cost where historical records are available and at estimated cost where no historical records are available.

**H. Compensated Absences**

The District has three employees, one full-time and two part-time. Unpaid vacation and sick leave are not accrued in governmental funds. Employees are able to earn up to 10 days of sick leave per year, however, they are not allowed to carry over more than 25 days of accumulated sick leave. No vacation time may be carried over after year-end. Sick leave carryover as of December 31, 2003 was deemed immaterial.

**I. Long-term Obligations**

Long-term obligations expected to be financed from governmental funds are reported in the general long-term obligations account group. Expenditures for principal and interest for long-term obligations are recognized in the governmental funds when due.

**J. Total Columns on Combined Statements**

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 or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

WARDS FOUR AND FIVE FIRE PROTECTION  
DISTRICT OF BIENVILLE PARISH  
Ringgold, Louisiana  
Notes to Financial Statements  
As of and for the year ended December 31, 2003

2. Levied taxes

The following is a summary of authorized and levied ad valorem taxes for the year ended December 31, 2003:

	2003 Levied <u>Millage</u>
District taxes:	
General maintenance	3.24
Operations and maintenance	5.00
Taxable property valuation	<u>\$36,438,580</u>

3. Cash and cash equivalents

At December 31, 2003, the District has book balances totaling \$311,765 as follows:

Demand deposits	\$ 2,428
Interest-bearing deposits	<u>309,337</u>
Total	<u>\$ 311,765</u>

These deposits are stated at cost, which approximates market. Under state law, these bank balances must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of pledged securities plus the federal deposit insurance must at all times at least 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, 2003, the district has \$313,380 in collected bank balances. The deposits are secured from risk by \$104,043 of federal deposit insurance and \$500,937 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the district that the fiscal agent has failed to pay deposited funds upon demand.

WARDS FOUR AND FIVE FIRE PROTECTION  
DISTRICT OF BIENVILLE PARISH  
Ringgold, Louisiana  
Notes to Financial Statements  
As of and for the year ended December 31, 2003

4. Receivables

The following is a summary of receivables at December 31, 2003:

<u>Class of Receivable</u>	<u>General Fund</u>
Ad valorem taxes	\$ <u>258,472</u>
Due from other	\$ <u>255</u>

5. Changes in general fixed assets

A summary of changes in general fixed assets follows:

	<u>Balance</u> <u>January 1</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>December 31</u>
<u>2003</u>				
Land	\$ 16,650	-	-	16,650
Buildings	597,616	-	-	597,616
Fire-fighting equip.	751,125	15,980	-	767,105
Office equipment	25,150	1,500	-	26,650
Vehicles	<u>206,447</u>	<u>1,010</u>	-	<u>207,457</u>
Totals	<u>\$ 1,596,988</u>	<u>18,490</u>	<u>-</u>	<u>1,615,478</u>

6. Pension plan

The district's employees participate in the federal social security program. The District is required to remit to the Social Security Administration an amount equal to the employees' contributions.

**SUPPLEMENTAL INFORMATION SCHEDULES**

WARDS FOUR AND FIVE FIRE PROTECTION  
DISTRICT OF BIENVILLE PARISH  
Ringgold, Louisiana

Schedule of Compensation Paid Board Members  
For the Year Ended December 31, 2003

The following served on the Board of Commissioners without compensation:

Robert P. Corley	Chairman
Lawson C. Bradley	Sec.-Treasurer
Billy Joe Wiggins	Member
James Pietsch	Member
William Conly	Member

WARDS 4 & 5 FIRE PROTECTION DISTRICT OF BIENVILLE PARISH  
BIENVILLE PARISH POLICE JURY  
Ringgold, Louisiana

Summary Schedule of Prior Year Findings  
As of and for the year ended December 31, 2003

**Section I - Agreed Upon Procedures Attestation/Compilation**

**2002-1 Budget**

*Year Finding Initially Occurred:* 2002

*Description of Finding:* Per 39:1305, the proposed budget shall be submitted and made available for public inspection no later than 15 days prior to the beginning of each fiscal year. In addition, the District's budget policy as described in the notes to the financial statements states that the Fire District Clerk prepares a proposed budget and submits same to the Board of commissioners no later than fifteen days prior to the beginning of each fiscal year. Per review of minutes noted that the original budget was adopted on December 27, 2001. We found no evidence supporting the assertion that the budget was submitted and made available for public inspection no later than 15 days prior to the beginning of the fiscal year.

*Corrective Action Taken:* Yes, for the year ending December 31, 2003 the budget was made available for inspection and adopted at an open meeting no later than fifteen days prior to the beginning of the fiscal.

**Section II - Management Letter**

**2002-1 Timely deposits**

*Year Finding Initially Occurred:* 2001

*Description of finding:* We noted several checks received by the District during the year, which were not deposited in a timely manner. Some deposits were not made until two months after funds were received. For proper controls, we recommend that procedures be developed to ensure deposits be made on a timely basis so that revenues are appropriately recognized in the financial statements and receipts are appropriately deposited with the District

*Corrective Action Taken:* Yes, for the year ended December 31, 2003 deposits were made on a timely basis.

WARDS 4 & 5 FIRE PROTECTION DISTRICT OF BIENVILLE PARISH  
BIENVILLE PARISH POLICE JURY  
Ringgold, Louisiana

Corrective Action Plan for Current Year Findings  
As of and for the year ended December 31, 2003

**Section I - Agreed Upon Procedures Attestation/Compilation**

Noted no findings required to be reported for the year ended December 31, 2003.

**Section II - Management Letter**

No management letter was issued for the year ended December 31, 2003.