

**Caddo Parish Fire District Number Three  
Greenwood, Louisiana**

**Financial Statements With Auditors' Report**

**As of and For the Year Ended December 31, 2019**

Caddo Parish Fire District Number Three  
Greenwood, Louisiana

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## Independent Auditors' Report

Board of Commissioners  
Caddo Parish Fire District Number Three  
Greenwood, Louisiana

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of the Caddo Parish Fire District Number Three, a component unit of the Caddo Parish Commission, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Caddo Parish Fire District Number Three's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Caddo Parish Fire District Number Three as of December 31, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 28 – 29, the Schedule of Proportionate Share of Net Pension Liability on page 30, and the Schedule of Contributions on page 31 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

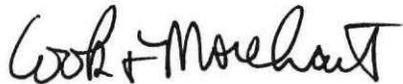
Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Caddo Parish Fire District Number Three, a component unit of the Caddo Parish Commission's, basic financial statements. The accompanying other supplementary information listed in the table of contents as Schedule of Compensation, Benefits, and Other Payments to Agency Head and shown on page 32 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying Schedule of Compensation, Benefits, and Other Payments to Agency Head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 30, 2020, on our consideration of Caddo Parish Fire District Number Three's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Caddo Parish Fire District Number Three's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Caddo Parish Fire District Number Three's internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
April 30, 2020

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Statement of Net Position  
December 31, 2019

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 867,891
Investments	516,209
Accounts receivable:	
Ad valorem taxes	1,625,683
Assessment - service charge	445,527
Other	23,309
Prepaid expenses	18,976
Capital assets:	
Land	74,350
Other capital assets, net of accumulated depreciation	1,123,052
Total assets	4,694,997
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension related	701,448
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	85,698
Long-term liabilities:	
Due within one year	81,080
Due in more than one year	2,829,651
Total liabilities	2,996,429
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Unavailable revenue - property taxes and assessment - service charges	2,156,422
Pension related	384,210
Total deferred inflows of resources	2,540,632
<b>NET POSITION (DEFICIT)</b>	
Investment in capital assets	1,197,402
Unrestricted (deficit)	(1,338,018)
Total net position (deficit)	\$ (140,616)

See accompanying notes to the basic financial statements.

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Statement of Activities  
For the Year Ended December 31, 2019

	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	
<u>Functions / Programs:</u>				
Governmental Activities				
Public safety - fire protection	\$ 2,654,908	\$ 338,523	\$ 121,139	\$ (2,195,246)
Total governmental activities	2,654,908	338,523	121,139	(2,195,246)
General revenues:				
Assessment - service charge				456,334
Ad valorem taxes				1,631,877
Interest income				32,927
State revenue sharing				28,703
Fire insurance rebate				28,090
Miscellaneous				21,833
Total general revenues				2,199,764
Change in net position				4,518
Net position (deficit) - beginning				(145,134)
Net position (deficit) - ending				\$ (140,616)

See accompanying notes to the basic financial statements.

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Balance Sheet  
Governmental Fund  
December 31, 2019

	General Fund
<b>Assets</b>	
Cash	\$ 867,891
Investments	516,209
Accounts receivable	
Ad valorem taxes	1,625,683
Assessment - service charge	445,527
Other	23,309
Total assets	\$ 3,478,619
<b>Liabilities</b>	
Accounts payable and accrued expenses	\$ 85,698
Total liabilities	85,698
<b>Deferred inflows of resources</b>	
Unavailable revenue - property taxes and assessment-service charges	2,156,422
<b>Fund balance</b>	
Unassigned	1,236,499
Total fund balance	1,236,499
Total liabilities, deferred inflows of resources, and fund balance	\$ 3,478,619

See accompanying notes to the basic financial statements.

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Reconciliation of the Balance Sheet of the Governmental Fund  
to the Statement of Net Position  
December 31, 2019

Fund balances - total governmental fund \$ 1,236,499

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

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental fund. 1,197,402

Other long-term amounts are not available to pay for current -period expenditures and therefore are not available in the fund:

Deferred outflows of resources - pension related 701,448

Long-term liabilities and other amounts, including compensated absences, bonds payable, net pension liabilities, and interest payable, are not due and payable in the current period and therefore are not reported in the governmental fund:

Compensated absences	81,080	
Net pension liability	2,829,651	
Deferred inflows of resources - pension related	<u>384,210</u>	(3,294,941)

The nonallocation method of accounting for prepayment is used in the fund statements, since the prepayment does not provide expendable financial resources.

18,976

Net position (deficit) of governmental activities \$ (140,616)

See accompanying notes to the basic financial statements.

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
Governmental Fund  
For the Year Ended Decemer 31, 2019

	General Fund
Revenues	
Ad valorem taxes	\$ 1,631,877
Service charge assessment	456,334
Charges for services - transport fees	338,523
Intergovernmental revenue:	
State revenue sharing	28,703
Fire insurance rebate	28,090
Interest income	32,927
Miscellaneous	21,833
	2,538,287
Expenditures	
Current - fire protection	2,222,002
Debt service:	
Principal	15,000
	2,237,002
Net change in fund balance	301,285
Fund balance at beginning of year	935,214
Fund balance at end of year	\$ 1,236,499

See accompanying notes to the basic financial statements.

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures, and Changes in  
Fund Balances of the Governmental Fund to the Statement of Activities  
For the Year Ended December 31, 2019

Net change in fund balance - total governmental fund		\$ 301,285
<p>Amounts reported for governmental activities in the statement of activities are different because:</p>		
<p>Governmental fund report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays \$0 are exceeded by depreciation \$170,200 in the current period.</p>		(170,200)
<p>Repayment of debt is an expenditure in the governmental fund, but the repayment reduces long-term liabilities in the statement of net position.</p>		15,000
<p>Revenues that are not available to pay current obligations are not reported in the governmental fund.</p>		
Nonemployer contributions to cost-sharing pension plan		121,139
<p>The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.</p>		551
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental fund.</p>		
Compensated absences	(12,970)	
Pension expense	(250,287)	(263,257)
Change in net position of governmental activities		\$ 4,518

See accompanying notes to the basic financial statements.

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019

## INTRODUCTION

The Caddo Parish Fire District Number Three (the District) was created by resolution of the Caddo Parish Commission on April 11, 1984, to purchase and maintain fire equipment and to provide fire protection for the people of Caddo Parish Fire District Number Three. The District is governed by a board of commissioners consisting of 5 members: 2 members are appointed by the Caddo Parish Commission; 2 members are appointed by the Mayor and Board of Aldermen of Greenwood; and one member, who is the chairman, is appointed by the other 4 board members. Members serve two year terms and receive no compensation for their services.

### (1) Summary of Significant Accounting Policies

The Caddo Parish Fire District Number Three's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Caddo Parish Fire District Number Three are discussed below.

#### A. Reporting Entity

Because the Caddo Parish Commission appoints two members of the governing board and because the District operates within the geographical boundaries of Caddo Parish, The District was determined to be a component unit of the Caddo Parish Commission, the governing body of the parish and the governmental body with oversight responsibility. This report includes only funds which are maintained by the District and does not present information on the Caddo Parish Commission, the general government service provided by that governmental unit, or the other governmental units that comprise the Commission.

#### B. Basic Financial Statements – Government-Wide Statements

The Caddo Parish Fire District Number Three's basic financial statements include both government-wide (reporting the funds maintained by the Caddo Parish Fire District Number Three as a whole) and fund financial statements (reporting the Caddo Parish Fire District Number Three's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Caddo Parish Fire District Number Three's general fund is classified as governmental activities. The Caddo Parish Fire District Number Three does not have any business-type activities.

In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Caddo Parish Fire District Number Three's net position is reported in two parts – invested in capital assets (net of related debt), and unrestricted net position.

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

The government-wide Statement of Activities reports both the gross and net cost of each of the Caddo Parish Fire District Number Three's functions. The functions are supported by program revenues and general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by any related program revenues, which must be directly associated with the function. Program revenues of the District consist of transport fees billed to insurance companies and individuals, nonemployer contributions to cost-sharing pension plan, and other grants. The net costs (by function) are normally covered by general revenues.

This government-wide focus is more on the sustainability of the Caddo Parish Fire District Number Three as an entity and the change in the Caddo Parish Fire District Number Three's net position resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Caddo Parish Fire District Number Three are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Caddo Parish Fire District Number Three:

Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the Caddo Parish Fire District Number Three:

- a. General fund is the general operating fund of the Caddo Parish Fire District Number Three. It is used to account for all financial resources except those required to be accounted for in another fund.

The emphasis in fund financial statements is on the major funds in the governmental category. GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The District's general fund was determined to be a major fund.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual:

The governmental funds in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

Revenues of the Caddo Parish Fire District Number Three consist principally of property taxes, service charges on property, transport fees collected from billings, grants, other intergovernmental revenues, and interest income. Property taxes and service charges are recorded in the year for which the taxes are levied. Property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. Because the 2019 tax levy and service charge assessment are intended to fund the 2020 fiscal year, the levy and assessment have been recorded as a receivable and deferred inflows of resources. Interest income is recorded when earned. Transport fees, grants, and other intergovernmental revenues are recorded when received because they are generally not measurable until actually received.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. Depreciation is not recognized in the governmental fund financial statements.

E. Budgets

The District uses the following budget practices:

1. A preliminary budget for the ensuing year is prepared by the Fire Chief and Officers of the District prior to December 31 of each year and is made available for public inspection at least fifteen days prior to the beginning of each fiscal year.
2. After completion of all action necessary to finalize and implement the budget, the budget is adopted by the Board of Commissioners.
3. All budgetary appropriations lapse at the end of each fiscal year.
4. The budget is established and controlled by the board of commissioners at the object level of expenditure. All changes in the budget must be approved by the board.
5. The budget is adopted on a cash basis for the general fund. One amendment was made to the 2019 budget.

F. Cash, Cash Equivalents, and Investments

Cash includes amounts in petty cash, 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, or money market accounts with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Investments are limited by Louisiana Revised Statue (R.S.) 33:2955. If the original maturities of

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are carried at fair value.

G. Capital Assets

Capital assets purchased or acquired with an original cost of \$2,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	24 – 37 years
Equipment	3 – 33 years

H. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District has deferred outflows of resources related to pensions reported in the government-wide statement of net position.

The District's governmental activities and governmental fund report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The District has items that meet this definition and qualify for reporting in this category. Accordingly, the item "unavailable revenue" is reported in the governmental fund balance sheet and statement of net position. The District reports unavailable revenue from two sources: property taxes and assessment – service charges. These amounts are deferred and recognized as an inflow of resources in the period for which the amounts were levied and budgeted. The District also has deferred inflows of resources related to pensions reported in the government-wide statement of net position.

I. Compensated Absences

The District has the following policy relating to vacation and sick leave:

After one year of service, fireman earn from 18 to 28 days of annual leave each year, depending on their length of service. Annual leave must be taken in the year earned. Unused annual leave cannot be accumulated. Upon termination, employees are paid for any earned but unused annual leave in the year of termination. The current portion of compensated absences payable (the amount estimated to be used during the period of availability) is recorded as a liability in the fund financial statements. The entire balance of compensated absences payable is recognized as a liability in the government-wide financial statements. The non-current portion represents a reconciling item between the fund and government-wide statements.

Each full-time employee is entitled to full pay during sickness or incapacity not brought about by his or her own negligence or culpable indiscretion, for a period of not less than 52 weeks, during any calendar year.

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

J. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

K. Assessment – Service Charge

A primary revenue source is the service charge fee assessed by the District. The District is authorized to levy a fee to assess persons owning each residential or commercial structure located wholly or partly within the boundaries of said District. The amount of the assessment is \$110 per year.

L. Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets, net of related debt consist of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through constitutional provisions or enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

M. Fund Balances

GASB has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 54 requires the fund balance amounts to be reported within one of the fund balance categories list below.

1. Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form, such as inventory or prepaid expenses, or (b) legally or contractually required to be maintained intact, such as a trust that must be retained in perpetuity.
2. Restricted fund balances are restricted when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

(Continued)

Caddo Parish Fire District Number Three  
 Greenwood, Louisiana  
 Notes to Financial Statements  
 December 31, 2019  
 (Continued)

3. Committed fund balances include amounts that can be used only for the specific purposes as a result of constraints imposed by the District's board of commissioners (the District's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the District's board of commissioners removes those constraints by taking the same type of action (i.e. legislation, resolution, or ordinance).
4. Assigned fund balances are amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. The District's board of commissioners have the authority to assign amounts to be used for specific purposes.
5. Unassigned fund balance are the residual classification for the District's general fund and include all spendable amounts not contained in the other classifications.

When both restricted and unrestricted fund balances are available for use, it is the District's policy to use restricted fund balance first, then unrestricted fund balance. Furthermore, committed fund balances are reduced first, followed by assigned amounts, then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

N. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities in the statement of net position. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

(2) Levied Taxes

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

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Operating	16.70	16.70	2039

A special election was held on March 24, 2018 which resulted in the millage being renewed beginning in the year 2020 and ending with the year 2039.

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2018  
(Continued)

(3) Cash, Cash Equivalents, and Investments

At December 31, 2019, the District had cash, cash equivalents and investments (book balances), totaling \$1,384,100 as detailed below.

A. Cash, Cash Equivalents, and Investments

The District had cash and cash equivalents at December 31, 2019 (book balances) totaling \$867,891 in interest bearing demand deposits, money market accounts, and certificates of deposit. 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.

B. Investments

At December 31, 2019, the District had investments totaling \$516,209 as follows:

Government backed mortgage securities	\$ 415,819
Certificates of deposit	64,753
Cash and money market funds	<u>35,637</u>
	<u>\$ 516,209</u>

At December 31, 2019, the District had investments totaling \$415,819 consisting of U.S. Government backed mortgage securities. The market value of this particular type of investment is not materially different from its carrying amount. The investments are in the name of the District, held by an investment company and are insured by the Securities Investor Protection Corporation.

The certificates of deposits have initial maturities greater than 90 days and are carried at cost, which approximates market. Cash and money market funds are carried at cost, which approximates market.

C. Credit Risk

Custodial credit risk is the risk that in the event of a bank or other depository institution failure, the government's deposits may not be returned to it. As of December 31, 2019, \$506,515 of the District's bank balances of \$949,910 were exposed to custodial credit risk as follows:

Uninsured and collateral held by the pledging bank's trust department, not in the District's name:

Demand deposits	<u>\$ 506,515</u>
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(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

(4) Capital Assets

Capital asset activity for the year ended December 31, 2019, was as follows:

	Balance at Jan. 1, 2019	Additions	Deletions	Balance at Dec. 31, 2019
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 74,350	\$	\$	\$ 74,350
	<u>74,350</u>			<u>74,350</u>
Capital assets, being depreciated:				
Buildings	933,585			933,585
Equipment	2,931,093			2,931,093
Total capital assets, being depreciated at historical cost	<u>3,864,678</u>			<u>3,864,678</u>
Less accumulated depreciation:				
Buildings	(509,022)	(33,997)		(543,019)
Equipment	(2,062,404)	(136,203)		(2,198,607)
Total accumulated depreciation	<u>(2,571,426)</u>	<u>(170,200)</u>		<u>(2,741,626)</u>
Total capital assets being depreciated, net	<u>1,293,252</u>	<u>(170,200)</u>		<u>1,123,052</u>
Governmental activities capital assets, net	<u>\$ 1,367,602</u>	<u>\$ (170,200)</u>	<u>\$</u>	<u>\$ 1,197,402</u>

Depreciation expense for the year ended December 31, 2019, was \$170,200.

(5) Risk Management

The District purchases commercial insurance to provide workers compensation coverage and general liability and property insurance. There were no significant reductions in insurance coverage from the prior year.

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

(6) Pension Plan

The District participates in the State of Louisiana Firefighters' Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan established by Act 434 of 1979 to provide retirement, disability and survivor benefits to firefighters in Louisiana.

**PLAN DESCRIPTION**

Benefit provisions are authorized within Act 434 of 1979 and amended by LRS 11:2251-11:2272. The following is a brief description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

**Eligibility Requirements**

Any person who becomes an employee as defined in RS 11:2252 on and after January 1, 1980 shall become a member as a condition of employment. Members in the System consist full-time firefighters, eligible employees of the retirement system, or any person in a position as defined in the municipal fire and police civil service system that earns at least \$375 per month, excluding state supplemental pay, and is employed by a fire department of any municipality, parish, or fire district of the State of Louisiana, except for Orleans Parish and the City of Baton Rouge.

No person who has attained age fifty or over shall become a member of the System, unless the person becomes a member by reason of a merger or unless the System received an application for membership before the applicant attained the age of fifty. No person who has not attained the age of eighteen years shall become a member of the System.

Any person who has retired from service under any retirement system or pension fund maintained basically for public officers and employees of the state, its agencies or political subdivisions, and who is receiving retirement benefits therefrom may become a member of this System, provided the person meets all other requirements for membership. Service credit from the retirement system or pension plan from which the member is retired shall not be used for reciprocal recognition of service with this System, or for any other purpose in order to attain eligibility or increase the amount of service credit in this System.

**Retirement Benefits**

Employees with 20 or more years of service who have attained age 50, or employees who have 12 years of service who have attained age 55, or 25 years or service at any age are entitled to annual pension benefits equal to 3.333% of their average final compensation based on the 36 consecutive months of highest pay multiplied by their total years of service, not to exceed 100%. Employees may elect to receive their pension benefits in the form of a joint and survivor annuity.

If employees terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to their employer's contributions

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

Benefits are payable over the retirees' lives in the form of a monthly annuity. A member may elect an unreduced benefit or any of seven options at retirement.

See R.S. 11:2256(A) for additional details on retirement benefits.

**Disability Benefits**

A member who acquires a disability, and who files for disability benefits while in service, and who upon medical examination and certification as provided for in Title 11, is found to have a total disability solely as the result of injuries sustained in the performance of his official duties, or for any cause, provided the member has at least five years of creditable service and provided that the disability was incurred while the member was an active contributing member in active service, shall be entitled to disability benefits under the provisions of R.S. 11:2258(B).

**Death Benefits**

Benefits shall be payable to the surviving eligible spouse or designated beneficiary of a deceased member as specified in R.S. 11:2256(B) and (C).

**Deferred Retirement Option Plan**

After completing 20 years of creditable service and attaining the age of 50 years, or 25 years at any age, a member may elect to participate in the deferred retirement option plan (DROP) for up to 36 months.

Upon commencement of participation in the deferred retirement option plan, employer and employee contributions to the System cease. The monthly retirement benefit that would have been payable is paid into the deferred retirement option plan account. Upon termination of employment, a participant in the program has several options to receive their DROP benefit. A member may (1) elect to roll over all or a portion of their DROP balance into another eligible qualified plan, (2) receive a lump-sum payment from the account, (3) receive single withdrawals at the discretion of the member, (4) receive monthly or annual withdrawals, or (5) receive an annuity based on the deferred retirement option plan account balance. These withdrawals are in addition to his regular monthly benefit.

If employment is not terminated at the end of the 36 months, the participant resumes regular contributions to the System. No withdrawals may be made from the deferred retirement option plan account until the participant retires.

**Initial Benefit Option Plan**

Effective June 16, 1999, members eligible to retire and who do not choose to participate in DROP may elect to receive, at the time of retirement, an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. Such amounts may be withdrawn or remain in the IBO account earning interest at the same rate as the DROP account.

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

**Cost of Living Adjustments (COLAs)**

Under the provisions of R.S. 11:246 and 11:2260(A)(7), the board of trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of up to 3% of their current benefit, and all retired members and widows who are 65 years of age and older a 2% increase in their original benefit. In order for the board to grant either of these increases, the System must meet certain criteria detailed in the statute related to funding status and interest earnings (R.S. 11:243). In lieu of these COLAs, pursuant to R.S. 11:241, the board may also grant an increase based on a formula equal to up to \$1 times the total number of years of credited service accrued at retirement or at death of the member or retiree plus the number of years since retirement or since death of the member or retiree to the system's fiscal year end preceding they payment of the benefit increase. If there are not sufficient funds to fund the benefit at the rate of one dollar per year for such total number of years, then the rate shall be reduced in proportion to the amount of funds that are available to fund the cost-of-living adjustment.

**CONTRIBUTIONS**

Contribution requirements for employers, non-employer contributing entities, and employees are established and may be amended in accordance with Title 11 and Title 22 of the Louisiana Revised Statutes.

**Employer and Employee Contributions**

According to State statute, employer contributions are actuarially determined each year. For the year ended June 30, 2019, employer and employee contribution rates for members above the poverty line were 26.50% and 10.0%, respectively. The employer and employee contribution rates for those members below the poverty line were 28.50% and 8.0%, respectively. The District's contributions to the System for the years ended December 31, 2019, 2018, and 2017 were \$295,172, \$296,386, and \$294,693, respectively. Included in contributions for the year ended December 31, 2019, are contributions in the amount of \$26,019, which was remitted in January, 2020.

**Non-employer contributions**

According to state statute, the System receives insurance premium tax funds from the state of Louisiana. The tax is considered support from a non-employer contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions are recognized as revenue during the year ended June 30, 2019 and were excluded from pension expense. Non-employer contributions received by the System and attributable to the District during the year ended June 30, 2019 were \$121,139.

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

**PENSION LIABILITIES, PENSION EXPENSE, AND DEFERRED OUTFLOWS OF RESOURCES  
AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS**

At December 31, 2019, the District reported a liability of \$2,829,651 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on the historical employer contributions. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on the combined contributions to the System during the year ended June 30, 2019 as compared to the total of all combined contributions to the System during the fiscal year ended June 30, 2019. At June 30, 2019, the District's proportion was .451883%, which was a decrease of .026962% from its proportion measured as of June 30, 2018.

For the year ended December 31, 2019, the District recognized pension expense of \$546,533, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, \$(1,074).

At December 31, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$	\$ 204,115
Changes of assumptions	257,429	206
Net difference between projected and actual earnings on pension plan investments	190,286	
Changes in proportion and differences between employer contributions and proportionate share of contributions	102,654	179,889
Employer contributions subsequent to the measurement date	151,079	
Total	<u>\$ 701,448</u>	<u>\$ 384,210</u>

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

The District reported a total of \$151,079 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2019, which will be recognized as a reduction in net pension liability in the year ended December 31, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

<u>Year</u>	<u>Amount</u>
2020	\$ 100,152
2021	(18,356)
2022	68,775
2023	46,472
2024	(19,636)
2024	(11,248)
Total	<u>\$ 166,159</u>

**ACTUARIAL METHODS AND ASSUMPTIONS**

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position. The actuarial assumptions used in the June 30, 2019 valuation were based on the assumptions used in the June 30, 2019 actuarial funding valuation, and were based on results of an actuarial experience study for the period July 1, 2009 - June 30, 2014. In cases where benefit structures were changed after the study period, assumptions were based on estimates of future experience. A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2019 are as follows:

Valuation Date	June 30, 2019
Actuarial Cost Method	Entry Age Normal Cost
Estimated Remaining Service Life	7 years, closed period
Investment Rate of Return	7.15% per annum (net of investment expenses, including inflation) (decreased from 7.3% in 2018)
Inflation Rate	2.50% per annum (decreased from 2.70% in 2018)
Salary increases	Vary from 14.75% in the first two years of service to 4.5% after 25 years; includes inflation and merit increases
Cost of Living Adjustments	Only those previously granted

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. The RP-2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Tables projected to 2031 using Scale AA were selected for employee, annuitant, and beneficiary mortality. The RP-2000 Disabled Lives Mortality Table set back five years for males and set back three years for females was selected for disabled annuitants. Setbacks in these tables were used to approximate mortality improvement.

The estimated long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, 2.75%. The resulting long term expected arithmetic nominal rate of return was 7.94% as of June 30, 2019. Best estimates of arithmetic real rates of return for each major asset class included in System's target asset allocation as of June 30, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Real Rates of Return</u>
Fixed income	31%	2.17%
Equity		
US Equity	21.5%	5.98%
Non-US Equity	17.5%	7.52%
Global Equity	10%	6.59%
Alternatives		
Real Estate	6%	4.14%
Private Equity	4%	10.52%
Other		
Global Tactical Asset Allocation	5%	4.37%
Risk Parity	5%	4.67%
Totals	<u>100%</u>	

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

**SENSITIVITY TO CHANGES IN DISCOUNT RATE**

The following presents the net pension liability of the participating employers calculated using the discount rate of 7.15%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 6.15% or one percentage point higher 8.15% than the current rate as of June 30, 2019.

	Changes in Discount Rate		
	1%	Current	1%
	Decrease	Discount	Increase
	6.15%	7.15%	8.15%
Net Pension Liability	\$ 4,097,526	\$2,829,651	\$ 1,765,493

**CHANGE IN NET PENSION LIABILITY**

The changes in the net pension liability for the year ended June 30, 2019 were recognized in the current reporting period as pension expense except as follows:

*Differences between Expected and Actual Experience:*

The differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized as pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

*Differences between Projected and Actual Investment Earnings:*

The differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period.

*Changes of Assumptions:*

The changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

*Change in Proportion:*

Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

**CONTRIBUTIONS - PROPORTIONATE SHARE**

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the System and contributions reported by the participating employer.

**PLAN FIDUCIARY NET POSITION**

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended June 30, 2019. Access to these reports can be found on the Louisiana Legislative Auditor's website, [www.lla.la.gov](http://www.lla.la.gov).

**RETIREMENT SYSTEM AUDIT REPORT**

Firefighters' Retirement System issued a stand-alone audit report on its financial statements for the year ended June 30, 2019. Access to the audit report can be found on the System's website: [www.lafirefightersret.com](http://www.lafirefightersret.com) or on the Office of Louisiana Legislative Auditor's official website: [www.lla.la.gov](http://www.lla.la.gov).

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

(7) Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2019, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Certificates of Indebtedness:					
Certificates of Indebtedness	\$ 15,000	\$	\$ (15,000)	\$ -	\$ -
Total Certificates of Indebtedness	<u>15,000</u>	<u></u>	<u>(15,000)</u>	<u>-</u>	<u>-</u>
Other long-term liabilities:					
Net pension liability	2,754,354	75,297		2,829,651	
Compensated Absences	<u>84,391</u>	<u>13,142</u>		<u>97,533</u>	<u>97,533</u>
Total other long-term liabilities	<u>2,838,745</u>	<u>88,439</u>	<u>-</u>	<u>2,927,184</u>	<u>97,533</u>
Governmental Activities long-term liabilities	<u>\$ 2,853,745</u>	<u>\$ 88,439</u>	<u>\$ (15,000)</u>	<u>2,927,184</u>	<u>97,533</u>
Less amounts due within period of availability-recorded in accounts payable				<u>(16,453)</u>	<u>(16,453)</u>
Total long-term liabilities, government-wide statements				<u>\$2,910,731</u>	<u>\$ 81,080</u>

(8) Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses at December 31, 2019 consisted of the following:

Accounts payable	\$ 17,573
Payroll liabilities	51,672
Compensated absences	<u>16,453</u>
Total	<u>\$ 85,698</u>

(Continued)

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Financial Statements  
December 31, 2019  
(Continued)

(9) Deferred Inflows of Resources

Deferred inflows of resources recorded at December 31, 2019 consist of the following:

Unavailable revenue:	
Ad valorem taxes	\$ 1,693,114
Assessment – service charges	<u>463,308</u>
Total fund statements	<u>\$ 2,156,422</u>
Pension related	<u>384,210</u>
Total government-wide statements	<u>\$ 2,540,632</u>

(10) Operating Lease

The District leases certain equipment under an operating lease. Payments during 2019 on this lease totaled \$2,323. Future minimum lease payments for this lease are as follows:

Year Ending December 31,	Amount
2020	\$ 1,651
2021	1,651
2022	1,651
2023	1,651
2024	<u>825</u>
	<u>\$ 7,429</u>

(11) Subsequent Events

Subsequent events have been evaluated through April 30, 2020, the date the financial statements were available to be issued.

A special election was held on November 16, 2019 in which a 1% sales and use tax was passed by the voters. The sales tax will begin January 1, 2020 with proceeds of tax, after paying the reasonable and necessary costs of collecting and administering the tax, to be dedicated and used for any lawful purpose of the District, including, but not limited to, acquiring, constructing, improving, operating and maintaining fire protection facilities and purchasing fire trucks and other firefighting equipment.

As a result of the COVID-19 Coronavirus, economic uncertainties have arisen which are likely to negatively impact financial resources. While the duration on the economic impact is expected to be temporary, there is considerable uncertainty around the duration. The related financial impact and duration cannot be reasonably estimated at this time.

(12) Commitments

During January, 2020 the District purchased a commercial tanker totaling \$318,039 and an exhaust removal system for the District's fire stations totaling \$75,443.

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended December 31, 2019

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Revenues</b>				
Ad valorem taxes	\$ 1,568,427	\$ 1,631,880	\$ 1,631,877	\$ (3)
Service charge - assessment	456,410	456,330	456,334	4
Charges for services - transport fees	231,000	332,140	338,523	6,383
State revenue sharing	28,230	25,808	28,703	2,895
Fire insurance rebate	28,390	28,090	28,090	
Interest income	3,600	30,015	32,927	2,912
Miscellaneous	6,600	24,527	21,833	(2,694)
Total revenues	<u>2,322,657</u>	<u>2,528,790</u>	<u>2,538,287</u>	<u>9,497</u>
<b>Expenditures</b>				
Current - fire protection	2,235,905	2,173,580	2,228,401	(54,821)
Capital outlay	22,000	37,920		37,920
Debt service	15,000	15,000	15,000	
Total expenditures	<u>2,272,905</u>	<u>2,226,500</u>	<u>2,243,401</u>	<u>(16,901)</u>
Net change in fund balance	49,752	302,290	294,886	(7,404)
Fund balance at beginning of year	<u>1,084,612</u>	<u>1,084,612</u>	<u>1,084,612</u>	
Fund balance at end of year	<u>\$ 1,134,364</u>	<u>\$ 1,386,902</u>	<u>\$ 1,379,498</u>	<u>\$ (7,404)</u>

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Notes to Required Supplementary Information  
December 31, 2019

The District's budget is adopted on a cash basis for all funds. There was one amendment to the 2019 budget. The budget comparison schedule included in the accompanying financial statements includes the original and amended budget. The schedule below reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the budget basis with GAAP basis:

	<u>General Fund</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses (budget basis)	\$ 294,886
Adjustments:	
Expenditure accruals – net	<u>6,399</u>
Excess of revenues and other sources over (under) expenditures and other uses (GAAP basis)	<u>\$ 301,285</u>

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Schedule of Proportionate Share of Net Pension Liability  
For the Year Ended December 31, 2019

State of Louisiana Firefighters' Retirement System

	2019	2018	2017	2016
Proportion of the net pension liability	0.451883%	.478845%	.491326%	.47140%
Proportionate share of the net pension liability	\$ 2,829,651	\$ 2,754,354	\$ 2,816,206	\$ 3,083,382
Covered-employee payroll	1,092,143	1,140,048	1,140,188	1,062,903
Proportionate share of the net pension liability as a percentage of covered-employee payroll	259.09%	241.60%	246.99%	290.69%
Plan fiduciary net position as a percentage of the total pension liability	73.96%	74.76%	73.55%	68.16%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Schedule of Contributions  
For the Year Ended December 31, 2019

State of Louisiana Firefighters' Retirement System

	2019	2018	2017	2016
Contractually required contribution	\$ 295,172	\$ 296,386	\$ 294,693	\$ 295,591
Contributions in relation to the contractually required contribution	\$ 295,172	\$ 296,386	\$ 294,693	\$ 295,591
Contribution deficiency (excess)	-	-	-	-
Covered-employee payroll	\$ 1,088,175	\$ 1,118,429	\$ 1,138,882	\$ 1,126,669
Contributions as a percentage of covered-employee payroll	27.13%	26.50%	25.88%	26.24%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
A Component Unit of the Caddo Parish Commission  
Other Supplementary Information  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the Year Ended December 31, 2019

**Agency Head: Ernest Mitchell, Fire Chief**

<b>PURPOSE</b>		<b>AMOUNT</b>
Salary	\$	92,082
Benefits - insurance		16,828
Benefits - retirement		26,606
State supplemental pay		6,000

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## **Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed In Accordance With *Government Auditing Standards***

### Independent Auditors' Report

Board of Commissioners  
Caddo Parish Fire District Number Three

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Caddo Parish Fire District Number Three as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Caddo Parish Fire District Number Three's basic financial statements, and have issued our report thereon dated April 30, 2020.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Caddo Parish Fire District Number Three's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Caddo Parish Fire District Number Three's internal control. Accordingly, we do not express an opinion on the effectiveness of the Caddo Parish Fire District Number Three's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Caddo Parish Fire District Number Three's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Cook & Morehart  
Certified Public Accountants  
April 30, 2020

Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
Summary Schedule of Prior Audit Findings  
December 31, 2019

**Summary of Prior Audit Findings**

There were no findings or management letter comments for the prior year audit for the year ended December 31, 2018.

Current Year Audit Findings and Corrective Action Plan  
Schedule For Louisiana Legislative Auditor  
December 31, 2019

**Current Year Findings and Corrective Action Plan**

There were no findings or management letter comments for the current year audit for the year ended December 31, 2019.

# COOK & MOREHART

*Certified Public Accountants*

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## Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Commissioners  
Caddo Parish Fire District Number Three  
Greenwood, Louisiana  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by the Caddo Parish Fire District Number Three and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2019 through December 31, 2019. The Caddo Parish Fire District Number Three's (District) management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation 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 this 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.

The procedures and associated findings are as follows:

### ***Written Policies and Procedures***

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
  - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) ***Disbursements***, including processing, reviewing, and approving
  - d) ***Receipts***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collection for each type of revenue or agency fund additions.

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statutes 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) Continuing disclosures/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

The District provided written policies and procedures addressing all of the above.

**Board (or Finance Committee, if applicable)**

Testing not required for this area for the fiscal period January 1, 2019 through December 31, 2019, due to no exceptions being noted in prior year.

**Bank Reconciliations**

Testing not required for this area for the fiscal period January 1, 2019 through December 31, 2019, due to no exceptions being noted in prior year.

**Collections (excluding EFTs)**

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Management provided the requested information, along with management's representation that the listing is complete.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

Management provided the requested information, along with management's representation that the listing is complete.

a. Employees that are responsible for cash collections do not share cash drawers/registers.  
The District does not utilize cash drawers/registers.

b. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

Each employee responsible for collecting cash is responsible for preparing/making bank deposits for her drawer; however, another employee is responsible for reconciling collection documentation to the deposit.

c. Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

One employee who is responsible for collecting cash is also responsible for posting collection entries to the general ledger or subsidiary ledgers. Another employee reviews and verifies postings and deposits.

d. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

Employees responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers by revenue source and/or agency fund additions are sometimes responsible for collecting cash. Deposits are reviewed and verified by another employee.

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

All employees who have access to cash are covered by a bond or insurance policy for theft.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

a. Observe that receipts are sequentially pre-numbered.

b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

c. Trace the deposit slip total to the actual deposit per the bank statement.

d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

- e. Trace the actual deposit per the bank statement to the general ledger.

*Exception:* The District does not document when collections are received, therefore documentation to determine if deposits were made within one business day of collection was not available.

*Managements Response:* It is the District's policy to make deposits timely after receipt of revenue.

***Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)***

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

Management provided the requested information, along with management's representation that the listing is complete.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
- b) At least two employees are involved in processing and approving payments to vendors.
- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

*Exception:* The Fire Chief is responsible for approving all purchases.

*Management's Response:* It is the District's policy for all purchases to be approved by the Fire Chief. All disbursements require two signatures, the Fire Chief and a Board Member.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe that the disbursement matched the related original invoice/billing statement.
- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Management provided the requested information, along with management's representation that the listing is complete. For the transactions selected for testing, the disbursement matched the related original invoice and included evidence of segregation of duties.

***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who

maintained possession of the cards. Obtain management's representation that the listing is complete.

Management provided the requested information, along with management's representation that the listing is complete.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.

*Exception:* One (1) of the five (5) cards selected for testing, the person in possession of the card, the Fire Chief, also approved the purchases.

*Management's Response:* It is the District's policy for the Fire Chief to approve all purchases. All disbursements require two (2) signatures, the Fire Chief and a Board Member.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

There were no finance charges or late fees on the statements selected for testing.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

Transactions selected for testing were supported by an original itemized receipt that identified precisely what was purchased, contained written documentation of the business purpose, and documentation of the individuals participating in meals, as applicable.

### ***Travel and Expense Reimbursement***

Testing not required for this area for the fiscal period January 1, 2019 through December 31, 2019, due to no exceptions being noted in prior year.

### ***Contracts***

Testing not required for this area for the fiscal period January 1, 2019 through December 31, 2019, due to no exceptions being noted in prior year.

### ***Payroll and Personnel***

Testing not required for this area for the fiscal period January 1, 2019 through December 31, 2019, due to no exceptions being noted in prior year.

### ***Ethics (excluding nonprofits)***

Testing not required for this area for the fiscal period January 1, 2019 through December 31, 2019, due to no exceptions being noted in prior year.

***Debt Service (excluding nonprofits)***

Testing not required for this area for the fiscal period January 1, 2019 through December 31, 2019, due to no exceptions being noted in prior year.

***Other***

Testing not required for this area for the fiscal period January 1, 2019 through December 31, 2019, due to no exceptions being noted in prior year.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



Cook & Morehart  
Certified Public Accountants  
April 30, 2020