

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

**FINANCIAL REPORT**

As of SEPTEMBER 30, 2017

THIBODEAUX ACCOUNTING COMPANY  
A LIMITED LIABILITY COMPANY  
POST OFFICE BOX 34  
RAYNE, LOUISIANA 70578

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA  
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# THIBODEAUX ACCOUNTING COMPANY

A LIMITED LIABILITY COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

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P. O. Box 34 • 801 THE BOULEVARD, SUITE B • RAYNE, LOUISIANA 70578 • (337) 334-7251 FAX (337) 334-7002

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners and Management of  
Acadia Parish Fire District No. 4  
Eunice, Louisiana

We have audited the accompanying financial statements of the governmental activities and major fund of the Acadia Parish Fire District No. 4, a component unit of the Acadia Parish Policy Jury, as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the District'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.

### *Auditor's 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.

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

***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Acadia Parish Fire District No. 4 as of September 30, 2017, and the respective changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Management has omitted the management's discussion and analysis information 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 (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in United States of America require that the budgetary comparison information on pages 22-23 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 the 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.

***Other Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedule of compensation, benefits, and other payments to agency head or chief executive officer on page 25, as required by the State of Louisiana, is presented for purposes of additional analysis and is not a required part of the financial statements.

The schedule of compensation, benefits, and other payments to agency head or chief executive officer is the responsibility of management and was derived from and relate 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 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 is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Acadia Parish  
Fire District No. 4

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

In accordance with *Government Auditing Standards*, we have also issued our report dated March 8, 2018, on our consideration of the Acadia Parish Fire District No. 4'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 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 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 District's internal control over financial reporting and compliance.

  
**Thibodeaux Accounting Company**  
A Limited Liability Company

Rayne, Louisiana  
March 8, 2018

**BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)**

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

STATEMENT OF NET POSITION  
September 30, 2017

With Comparative Actual Amounts for Year Ended September 30, 2016

<u>ASSETS</u>	<u>GOVERNMENTAL ACTIVITIES</u>	
	2017	(Memo Only) 2016
Current Assets:		
Cash and cash equivalents	\$ 548,750	\$ 629,068
Certificates of deposit	21,885	21,795
Ad valorem receivable	41,894	40,799
Total current assets	\$ 612,529	\$ 691,662
Noncurrent Assets:		
Capital assets:		
Non-depreciable	\$ 74,102	\$ 23,852
Depreciable, net	861,722	610,032
Total noncurrent assets	\$ 935,824	\$ 633,884
Total Assets	\$ 1,548,353	\$ 1,325,546
<u>LIABILITIES</u>		
Current Liabilities:		
Accounts and other payables	\$ 3,048	\$ 32,247
Total current liabilities	\$ 3,048	\$ 32,247
Total Liabilities	\$ 3,048	\$ 32,247
<u>NET POSITION</u>		
Net investment in capital assets	\$ 935,824	\$ 633,884
Unrestricted	609,481	659,415
Total Net Position	\$ 1,545,305	\$ 1,293,299
Total liabilities and net position	\$ 1,548,353	\$ 1,325,546

The Accompanying Notes Are An Integral Part of  
These Financial Statements

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

STATEMENT OF ACTIVITIES  
For the Year Ended September 30, 2017

With Comparative Actual Amounts for Year Ended September 30, 2016

	GOVERNMENTAL ACTIVITIES	
	2017	(Memo Only) 2016
<u>EXPENSES</u>		
General Government:		
Finance and administration	\$ 386,614	\$ 398,175
Depreciation	79,392	66,053
Total Expenses	\$ 466,006	\$ 464,228
 <u>GENERAL REVENUES</u>		
Ad valorem	\$ 658,845	\$ 670,488
Intergovernmental revenue - fire insurance rebate	5,607	5,261
Interest income	638	427
Grant income	38,470	-
State revenue sharing	14,452	13,909
Total General Revenues	\$ 718,012	\$ 690,085
 Change in Net Position	\$ 252,006	\$ 225,857
Net Position, Beginning of Year	1,293,299	1,067,442
Net Position, End of Year	\$ 1,545,305	\$ 1,293,299

The Accompanying Notes Are An Integral Part Of  
These Financial Statements

**FUND FINANCIAL STATEMENTS (FSS)**

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

**BALANCE SHEET - GOVERNMENTAL FUNDS  
September 30, 2017**

With Comparative Actual Amounts for Year Ended September 30, 2016

<u>ASSETS</u>	<u>General Fund</u>	<u>Total (Memorandum Only)</u>	
		<u>2017</u>	<u>2016</u>
Current Assets:			
Cash and cash equivalents	\$ 548,750	\$ 548,750	\$ 629,068
Certificates of deposit	21,885	21,885	21,795
Ad valorem receivable	41,894	41,894	40,799
	<u>612,529</u>	<u>612,529</u>	<u>691,662</u>
Total Assets	<u>\$ 612,529</u>	<u>\$ 612,529</u>	<u>\$ 691,662</u>
<u>LIABILITIES &amp; FUND BALANCES</u>			
Current Liabilities:			
Accounts and other payables	\$ 3,048	\$ 3,048	\$ 32,247
Fund Balances:			
Unassigned	609,481	609,481	659,415
	<u>609,481</u>	<u>609,481</u>	<u>659,415</u>
Total Fund Balances	<u>\$ 609,481</u>	<u>\$ 609,481</u>	<u>\$ 659,415</u>
Total Liabilities and Fund Balances	<u>\$ 612,529</u>	<u>\$ 612,529</u>	<u>\$ 691,662</u>

The Accompanying Notes Are An Integral Part of  
These Financial Statements

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
September 30, 2017

	2017
Total fund balance for governmental funds	\$ 609,481
Total net position reported for governmental activities in the statement of net position is different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:	
Land	74,102
Construction in Progress	-
Buildings and improvements, net of \$40,993 accumulated depreciation	304,543
Machinery and equipment, net of \$645,356 accumulated depreciation	557,179
Total net position of governmental activities	\$ 1,545,305

The Accompanying Notes Are An Integral Part of  
These Financial Statements

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCE  
For the Year Ended September 30, 2017

With Comparative Actual Amounts for Year Ended September 30, 2016

<u>REVENUES</u>	General Fund	Total (Memorandum Only)	
	2017	2016	
Ad valorem taxes	\$ 658,846	\$ 658,846	\$ 670,488
Insurance rebates	5,607	5,607	5,261
State revenue sharing	14,452	14,452	13,909
Grant income	38,470	38,470	-
Interest income	638	638	427
Total Revenues	\$ 718,013	\$ 718,013	\$ 690,085
<u>EXPENDITURES</u>			
General Government:			
Finance and administration	\$ 386,614	\$ 386,614	\$ 398,175
Capital outlay	381,333	381,333	213,150
Total Expenditures	\$ 767,947	\$ 767,947	\$ 611,325
Excess (deficiency) of revenues over (under) expenditures	\$ (49,934)	\$ (49,934)	\$ 78,760
Net Change in Fund Balance	\$ (49,934)	\$ (49,934)	\$ 78,760
Fund Balance, Beginning of Year	659,415	659,415	580,655
Fund Balance, End of Year	\$ 609,481	\$ 609,481	\$ 659,415

The Accompanying Notes Are An Integral Part Of  
These Financial Statements

**ACADIA PARISH**  
**FIRE DISTRICT NO. 4**  
EUNICE, LOUISIANA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE TO CHANGE IN NET POSITION FOR THE  
STATEMENT OF ACTIVITIES

September 30, 2017

	<u>2017</u>
Net change in fund balance - governmental fund	\$ (49,934)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds 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.	
Capital outlay which is considered expenditures on Statement of Revenues, Expenditures and Changes in Fund Balance	381,332
Depreciation expense for the year then ended	<u>(79,392)</u>
Change in net position for statement of activities	<u>\$ 252,006</u>

The Accompanying Notes Are An Integral Part of  
These Financial Statements

**ACADIA PARISH FIRE DISTRICT NO. 4**  
EUNICE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
For the Year Ended September 30, 2017

**Note 1. Summary of Significant Accounting Policies:**

**(A) Financial Reporting Entity**

The Acadia Parish Fire District No. 4 was created as a fire protection district by resolution of the Police Jury of the Parish of Acadia, State of Louisiana on February 14, 1989 to provide fire protection services. The district shall have all the powers of public corporations, including perpetual existence and the right and power to incur debt and contract obligations, to sue and be sued, and to have a corporate seal. The district shall also be authorized to do and perform all acts in its corporate capacity and in its name, necessary or proper for effective fire prevention and control.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Acadia Parish Government for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the Acadia Parish Government to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Acadia Parish Government.
2. Organizations for which the Acadia Parish Government does not appoint a voting majority but are fiscally dependent on the parish government.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The District was determined to be a component unit of the Acadia Parish Police Jury financial reporting entity. The accompanying financial statements present information only on the funds maintained by the district and do not present information on the parish government, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

Acadia Parish Policy Jury maintains fiscal and budgetary control over the District and must approve any holding of an election or incurring of debt or levy of any taxes or parcel fees by the board.

**(B) Basis of Presentation**

The accompanying basic financial statements of the Acadia Parish Fire District No. 4 (hereafter referred to as the District) have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**ACADIA PARISH FIRE DISTRICT NO. 4**  
EUNICE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
For the Year Ended September 30, 2017

(C) Fund Accounting

The District uses funds to maintain its financial records and report the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain District functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for all or most of the District's general activities including the collection and disbursements of specific or legally restrictive monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the District. The following is a description of the District's governmental fund:

- a. General Fund – the primary operating fund of the District and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to District policy.

(D) Measurement Focus, Basis of Accounting and Financial Statement Presentation

Fund Financial Statements

The amounts reflected in the Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financial sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to the government-wide view of the District's operations.

The amounts reflected in the Governmental Funds use the modified accrual basis of accounting. Under this basis of accounting, revenues are generally recognized when they both become measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District considers all revenues available if they are collected within 60 days after the year end. Ad valorem tax revenue and insurance rebate revenue are recorded when due. Substantially, all other revenues are recorded when received.

**ACADIA PARISH FIRE DISTRICT NO. 4**  
EUNICE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
For the Year Ended September 30, 2017

Expenditures (including capital outlays) are generally recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due.

Government-Wide Financial Statements

The government-wide financial statements (i.e. the statement of net position and the statement of activities) report information on all of the financial activities of the Acadia Parish Fire District No. 4 as a whole. These statements include all the non-fiduciary activities of the District. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Ad valorem or property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

(E) Capital Assets

Capital assets, which include property, plant and equipment, are reported in the applicable government-wide financial statements, capital assets are capitalized at historical cost. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$500 for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and improvements	10 - 40 years
Equipment	5 - 15 years

(F) Fund Balance - Fund Financial Statements -

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used.

*Nonspendable-* funds that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

*Restricted-* funds that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

*Committed-* funds that are constrained by limitations that the government imposes on itself. These amounts are imposed at the highest level of authority. These amounts are binding unless removed in the same manner that it was imposed and any action must be taken prior to year-end.

**ACADIA PARISH FIRE DISTRICT NO. 4**  
EUNICE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
For the Year Ended September 30, 2017

*Assigned-* funds whose intended use has been established. These amounts can be, but are not required to be, imposed at the highest level of authority. They do not have to be binding and action does not have to be taken prior to year-end.

*Unassigned-* all other spendable amounts.

The District considers restricted fund balances to be spent for governmental expenditures first when both restricted and unrestricted resources are available. The District also considers committed fund balances to be spent first when other unrestricted fund balance classification are available for use.

The Board of Commissioners establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives).

(G) Net Position - Government-Wide Statements

In June 2011, the GASB issued Statement 63, Financial Reporting of Deferred Outflows of Resources, Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position. GASB 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in the statement of financial position and related disclosures. The statement of net assets is renamed the statement of net position and includes four components assets, deferred outflows or resources, liabilities and deferred inflows of resources. The District adopted GASB Statement 63 in 2013.

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. The District reports three categories of net position as follows:

1. Net investment in capital assets – consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows or resources attributable to the acquisition, constructions, or improvement of those assets and increase by balances of deferred outflows of resources related to those assets.
2. Restricted net position – net position is considered restricted if their use is constrained to a particular purpose. Restrictions are imposed by external organizations such as federal or state laws or buyers of the District's bonds. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.
3. Unrestricted net position – consist of all other net position that does not meet the definition of the above two components and is available for general use by the District.

When an expense is incurred for purposes for which both restricted and unrestricted net position are available, management applies restricted resources first, then unrestricted resources as they are needed.

(H) Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could vary from those estimates.

**ACADIA PARISH FIRE DISTRICT NO. 4**  
EUNICE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
For the Year Ended September 30, 2017

(I) Encumbrances

Encumbrance accounting is employed as an extension of the formal budgetary process. Under this method, purchase orders, contracts, and other commitments for the expenditures of monies are recorded in order to reserve that portion of the applicable appropriation. Any encumbrances outstanding at year end are reported as reservations of fund balances since they do not constitute expenditures of liabilities.

There were no encumbrances outstanding at September 30, 2015 as the District does not utilize this method.

**Note 2.** Cash and Investments

Cash consists of amounts in demand deposit, cash on hand, passbook savings accounts, and interest bearing demand deposit accounts with federally insured financial institutions. 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. 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 September 30, 2017, the carrying amount of the District's deposits totaled \$570,635 and the bank balance was \$571,812. The deposits were covered by federal depository insurance and pledged securities.

**Note 3.** Ad Valorem Taxes

Government-wide financial statements-

Ad valorem taxes are recognized in the year for which they are levied, net of uncollectible amounts, as applicable.

Fund financial statements-

Ad valorem taxes are levied by the Acadia Parish Tax Assessor in September or October and are actually billed to the taxpayers in November. Taxes are due by December 31 of that year and are normally collected in December of the current year and in January and February of the ensuing year. Billed taxes attach as an enforceable lien on property and become delinquent on January 1 of each year following the year the taxes are levied. Ad valorem tax revenues are recognized when levied to the extent that they result in current receivables.

The Acadia Parish Sheriff's Department bills and collects property taxes using the assessed values determined by the parish assessor. The Acadia Parish Tax Collector sends the district's share of the property taxes collected directly to the Fire District's Board of Commissioners.

For the year ended September 30, 2017, the 2016 tax rolls of 8.07 mills were levied on property with an assessed valuation totaling \$81,641,324. Total taxes levied were \$658,846.

**ACADIA PARISH FIRE DISTRICT NO. 4**  
EUNICE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
For the Year Ended September 30, 2017

**Note 4. Compensated Absences**

The District does not have any full-time employees; therefore, there are no established leave policies.

**Note 5. Risk Management**

The District is exposed to certain risks of losses such as property damage, liability issues, and other potential losses that may occur. The District minimizes its losses by purchase of commercial insurance. The District's exposure over the amount of insurance is considered to be immaterial.

**Note 6. Capital Assets and Depreciation**

Capital asset activity for the year ended September 30, 2017 was as follows:

	2017			
	9/30/2016	Additions	Retirements	9/30/2017
Governmental activities:				
Capital assets, not being depreciated-				
Construction in Progress	\$ 5,550	-	(5,550)	-
Land	18,302	55,800	-	74,102
Total capital assets, not being depreciated	<u>\$ 23,852</u>	<u>\$ 55,800</u>	<u>\$ (5,550)</u>	<u>\$ 74,102</u>
Governmental activities:				
Capital assets being depreciated				
Buildings and improvements	\$ 101,719	243,817	-	345,536
Machinery and equipment	1,115,270	87,265	-	1,202,535
Total capital assets being depreciated	<u>\$ 1,216,989</u>	<u>\$ 331,082</u>	<u>\$ -</u>	<u>\$ 1,548,071</u>
Less accumulated depreciation for:				
Buildings and improvements	\$ (30,725)	\$ (10,268)	\$ -	\$ (40,993)
Machinery and equipment	(576,232)	(69,124)	-	(645,356)
Total accumulated depreciation	<u>\$ (606,957)</u>	<u>\$ (79,392)</u>	<u>\$ -</u>	<u>\$ (686,349)</u>
Total capital assets being depreciated, net	<u>\$ 610,032</u>	<u>\$ 251,690</u>	<u>\$ -</u>	<u>\$ 861,722</u>
Governmental activities capital assets, net	<u>\$ 633,884</u>	<u>\$ 251,690</u>	<u>\$ -</u>	<u>\$ 935,824</u>

Total depreciation expense for the year ended September 30, 2017 was \$79,392.

**ACADIA PARISH FIRE DISTRICT NO. 4**  
EUNICE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
For the Year Ended September 30, 2017

**Note 7. Compensation of Commissioners**

A detail of compensation paid to the Board of Commissioners for the year ended September 30, 2017 follows:

Roger Pedigo, President	\$ 1,200
John R. Ruppert, Secretary/Treasurer	1,200
Stephen Miller	1,200
Thomas K. Frey	1,200
Robert Fontenot	1,200
	<hr/>
	\$ 6,000

**Note 8. Litigation**

As of September 30, 2017, there was no litigation or claims against the District.

**Note 9. Related Party Transactions**

There were no related party transactions during the period ended September 30, 2017.

**Note 10. Local Service Agreement**

A local service agreement between the District and the City of Eunice authorizes the transfer of 3.0 mills out of 8.07 mills to the City of Eunice to assist in providing fire protection to residents located in the area of the District.

**Note 11. Evaluation of Subsequent Events**

The District has evaluated subsequent events through March 8, 2018 the date which the financial statements were available to be issued.

**REQUIRED SUPPLEMENTAL INFORMATION**

**ACADIA PARISH**  
**FIRE DISTRICT NO. 4**  
EUNICE, LOUISIANA

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
For the Year Ended September 30, 2017

With Comparative Actual Amounts for Year Ended September 30, 2016

	2017		Actual	Variance Favorable (Unfavorable)	(Memo Only) 2016 Actual
	Budget				
	Original	Final			
Revenues:					
Ad valorem	\$ 650,000	\$ 650,000	\$ 658,846	\$ 8,846	\$ 670,488
Insurance rebate	6,000	6,000	5,607	(393)	5,261
State revenue sharing	14,000	14,500	14,452	(48)	13,909
Grant income	-	-	38,470		
Interest	450	650	638	(12)	427
Total Revenues	<u>\$ 670,450</u>	<u>\$ 671,150</u>	<u>\$ 718,013</u>	<u>\$ 46,863</u>	<u>\$ 690,085</u>
Expenditures:					
Current-					
General government:					
General government	\$ 428,050	\$ 407,250	\$ 386,614	\$ 20,636	\$ 398,175
Capital outlay	350,000	350,000	381,333	(31,333)	213,150
Total Expenditures	<u>\$ 778,050</u>	<u>\$ 757,250</u>	<u>\$ 767,947</u>	<u>\$ (10,697)</u>	<u>\$ 611,325</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (107,600)</u>	<u>\$ (86,100)</u>	<u>\$ (49,934)</u>	<u>\$ 36,166</u>	<u>\$ 78,760</u>
Other sources (uses)					
Operating transfers in	\$ -	\$ -	\$ -	\$ -	\$ -
Operating transfers out	-	-	-	-	-
Total other sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	<u>\$ (107,600)</u>	<u>\$ (86,100)</u>	<u>\$ (49,934)</u>	<u>\$ 36,166</u>	<u>\$ 78,760</u>
Fund Balances - Beginning of year	<u>659,415</u>	<u>659,415</u>	<u>659,415</u>	<u>-</u>	<u>580,655</u>
Fund Balances - End of year	<u><u>\$ 551,815</u></u>	<u><u>\$ 573,315</u></u>	<u><u>\$ 609,481</u></u>	<u><u>\$ 36,166</u></u>	<u><u>\$ 659,415</u></u>

The Accompanying Notes Are An Integral Part of  
These Financial Statements

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

NOTES TO THE BUDGETARY COMPARISON SCHEDULE  
For the Year Ended September 30, 2017

Note 1. Budgets and Budgetary Accounting

The Acadia Parish Fire District No. 4 uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. The President submits to the Board of Commissioners a proposed operating budget for the fiscal year commencing October 1. The operating budget includes proposed expenditures and the means of financing them.
2. A public hearing is conducted to obtain taxpayer comments.
3. The budget is then legally enacted through adoption by the board.
4. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
5. The budget is employed as a management control device during the year that assists its users in financial activity analysis.

All budget appropriations lapse at year end. The budgets presented are the originally adopted budget and the final budget made during the year.

Note 2. Stewardship, Compliance and Accountability

Excess of Expenditures over Appropriations. The following individual fund had actual expenditures in excess of budgeted expenditures for the year ended September 30, 2017:

	Final Budget	Actual	Excess
General Fund	\$ 757,250	\$ 767,947	\$ (10,697)

**OTHER SUPPLEMENTARY INFORMATION**

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS  
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER  
For the Year Ended September 30, 2017**

Agency Head Name: Roger Pedigo, President

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 1,200
Benefits-insurance	-
Benefits-retirement	-
Benefits-other	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-
Other	-
	<hr/>
	<u>\$ 1,200</u>

See independent auditor's report.

**COMPLIANCE, INTERNAL CONTROL  
& OTHER INFORMATION**

# THIBODEAUX ACCOUNTING COMPANY

A LIMITED LIABILITY COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

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P. O. Box 34 • 801 THE BOULEVARD, SUITE B • RAYNE, LOUISIANA 70578 • (337) 334-7251 FAX (337) 334-7002

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**INDEPENDENT AUDITOR'S 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***

To the Board of Directors and Management of  
Acadia Parish Fire District No. 4  
Eunice, Louisiana

We have audited, in accordance with the 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, each major fund, and the aggregate remaining fund information of the Acadia Parish Fire District No. 4 as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Acadia Parish Fire District No. 4's basic financial statements and have issued or report thereon dated March 8, 2018.

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

In planning and performing our audit, we considered the Acadia Parish Fire District No. 4'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 Acadia Parish Fire District No. 4's internal control. Accordingly, we do not express an opinion on the effectiveness of the Acadia Parish Fire District No. 4'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 a 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 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 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and corrective action plan at 2017-1 and 2017-2 that we consider to be significant deficiencies.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Crowley Service Area Fire Protection District No. 11's financial statements are free of 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 two instances of noncompliance that are required to be reported under *Government Auditing Standards* and they are described in the accompanying schedule of findings and correction action plan at 2017-3 and 2017-4.

### **Acadia Parish Fire District No. 4's Response to Findings**

The Acadia Parish Fire District No. 4's response to the findings identified in our audit is described in the accompanying schedule of findings and corrective action plan. Acadia Parish Fire District No. 4's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **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.

This report is intended for the information and use of the Board and management of the Acadia Parish Fire District No. 4, the Acadia Parish Police Jury, and the Legislative Auditor of the State of Louisiana. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

  
**Thibodeaux Accounting Company**  
A Limited Liability Company

Rayne, Louisiana  
March 8, 2018

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

Schedule of Prior Year Audit Findings  
For the Year Ended December 31, 2017

2016-1 The Fire District does not have a person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including the related notes.

Recommendation: The District should hire a CPA to prepare the financial statements; however, the District's Board should review and take responsibility for the financial statements, including the related notes, and any adjusting journal entries.

Status: Unresolved.

2016-2 The Fire District does not have an adequate segregation of duties in the administrative office. A system of internal control procedures contemplates a segregation of duties so that no one individual handles a transaction from its inception to its completion.

Recommendation: None as this condition is common to most agencies of this type with limited resources and is difficult to resolve due to the funding limitations.

Status: Unresolved.

2016-3 The Fire District did not properly amend their budget and exceeded budgeted expenses and uses by more than 5% in the General Fund.

Recommendation: The Fire District should comply with Louisiana Revised Statutes 39:1309 and 39:1311 and amend its budget upon a change in operations.

Status: Resolved.

The Accompanying Notes Are An Integral Part Of  
These Financial Statements

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

Schedule of Prior Year Audit Findings  
For the Year Ended December 31, 2017

- 2016-1 The Fire District does not have a person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including the related notes.

Recommendation: The District should hire a CPA to prepare the financial statements; however, the District's Board should review and take responsibility for the financial statements, including the related notes, and any adjusting journal entries.

Status: Unresolved.

- 2016-2 The Fire District does not have an adequate segregation of duties in the administrative office. A system of internal control procedures contemplates a segregation of duties so that no one individual handles a transaction from its inception to its completion.

Recommendation: None as this condition is common to most agencies of this type with limited resources and is difficult to resolve due to the funding limitations.

Status: Unresolved.

- 2016-3 The Fire District did not properly amend their budget and exceeded budgeted expenses and uses by more than 5% in the General Fund.

Recommendation: The Fire District should comply with Louisiana Revised Statutes 39:1309 and 39:1311 and amend its budget upon a change in operations.

Status: Resolved.

The Accompanying Notes Are An Integral Part Of  
These Financial Statements

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

Schedule of Current Year Findings and  
Management's Responses and Corrective Action Plan  
For the Year Ended September 30, 2017

PART I. SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Auditor's Report

An unmodified opinion has been issued on the basic financial statements of the Acadia Parish Fire District No. 4 as of and for the year ended September 30, 2017.

Internal Control - Financial Reporting

There were two significant deficiencies in internal control on financial reporting that were disclosed during the audit of the financial statements for the period ended September 30, 2017 and are identified as 2017-1 and 2017-2.

Material Noncompliance – Financial Reporting

There were two instances of noncompliance that were disclosed during the audit of the financial statements for the period ended September 30, 2017 and they are identified as 2017-3 and 2017-4.

PART II. FINDING RELATING TO AN AUDIT IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

2017-1 Unqualified Staff to Apply GAAP

Finding: The Fire District does not have a person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including the related notes.

Cause: The District's volunteers lack training in implementation of generally accepted accounting principles.

Recommendation: The District should hire a CPA to prepare the financial statements; however, the District's Board should review and take responsibility for the financial statements, including the related notes, and any adjusting journal entries.

Response: Management concurs.

Planned Corrective Action: The Fire District has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interest of the government to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their contents and presentation and any adjusting journal entries.

**ACADIA PARISH  
FIRE DISTRICT NO. 4  
EUNICE, LOUISIANA**

Schedule of Current Year Findings and  
Management's Responses and Corrective Action Plan  
For the Year Ended September 30, 2017

2017-2            Inadequate Segregation of Duties

Finding:                                The Fire District has no employees. A board is appointed and maintains all financial records. Due to this fact, the Fire District did not have adequate segregation of duties to provide effective internal control.

Cause:                                    The condition is due to economic and space limitations.

Recommendation:                    No action is recommended.

Response:                                Management concurs.

Planned Corrective Action:        None as this condition is common to most agencies of this type with limited resources and is difficult to resolve due to the funding limitations.

2017-3            Finding: Ethics Course Violation

Finding:                                A District employee did not take the one hour ethics course as required by Louisiana Revised Statute 42:1170. This statute requires all elected officials and public servants to complete a one hour ethics course each year.

Cause:                                    The bookkeeper informed all employees about the ethics course requirement but one employee failed to complete the course.

Recommendation:                    The District should educate themselves on this statute and comply with it in the future.

Response:                                Management concurs.

Planned Corrective Action:        The District will ensure that all part time employees complete the one hour ethics course annually. The District estimates this to be resolved by September 30, 2018.

2017-4            Finding: Failure to submit board minutes to the official journal

Finding:                                The Fire District failed to submit minutes of its board meetings to the official journal in a timely fashion.

Cause:                                    Louisiana Revised Statute 43 requires public bodies to publish its meeting minutes in its official journal.

Recommendation:                    The District should educate themselves on this statute and comply with it in the future.

Response:                                Management concurs.

Planned Corrective Action:        The District will ensure that it is in compliance with this statute. The District estimates this to be resolved by September 30, 2018.

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

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To the Board of Commissioners and Management of  
Acadia Parish Fire District No. 4  
Eunice, Louisiana

March 8, 2018

We have performed the procedures included enumerated below, which were agreed to by the management of the the Acadia Parish Fire District No. 4, (District) and the 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 October 1, 2016 through September 30, 2017. The District's 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 the 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*

---

- I. 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  
No exceptions noted.
  - 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.  
Exception noted. Policy does not state how vendors are added to the list.
  - c) **Disbursements**, including processing, reviewing, and approving  
No exceptions noted.
  - d) **Receipts**, including receiving, recording, and preparing deposits  
Exception noted, No written policies and procedures on receipts.
  - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.  
No exceptions noted.

- 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  
Exception noted. No written policies and procedures on contracting.
- 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  
Exception noted. No written policies and procedures on credit cards.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers  
Exception noted. No written policies and procedures regarding dollar thresholds by category of expense.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 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. Note: Ethics requirements are not applicable to nonprofits.  
Exception noted. No written policies and procedures regarding ethics.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
Not applicable.

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

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- 2. Obtain and review the board/committee minutes for the fiscal period, and:
  - a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.  
No exceptions noted.
  - b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).
    - If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.  
Exception noted. The Board does not review the budget monthly.
  - c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.  
No exceptions noted.

### ***Bank Reconciliations***

---

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

The listing was provided by management.

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

- a) Bank reconciliations have been prepared;

No exceptions noted.

- b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and

No exceptions noted.

- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

Not applicable.

### ***Collections***

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5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

The District only receives one check monthly for ad valorem taxes from the Acadia Parish Sheriff's Office and the check is mailed.

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* **For each cash collection location selected:**

- a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

(1) No exceptions noted. (2) Exception noted. (3) Not applicable- No collections made.

- b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

No exceptions noted.

- c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:
- Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.  
Not applicable. Only one check is received monthly.
  - Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.  
Not applicable.
7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation) by a person who is not responsible for collections.  
Not applicable. Monthly check comes with report from the Acadia Parish Sheriff's Office.

***Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)***

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8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.  
The listing was obtained from the general ledger.
9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:
- a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.  
The District does not utilize a purchase order system.
  - b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.  
The District does not utilize a purchase order system.
  - c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.  
The District does not utilize a purchase order system.
10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

Exception noted. The bookkeeper performs accounts payable processing and adds vendors to the District's system.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

Exception noted. There is no written documentation that the person who has final authorization is responsible for initiating purchases but not for recording purchases.

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

No exception noted. Checks are kept by the bookkeeper and she is the only one with access to them and she does not have signatory authority.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

No signature stamp or machine is used by the District. The bookkeeper maintains control of the checks until they are mailed.

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

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14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.

A list was obtained.

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

Exception noted. No written evidence but invoices are approved at the monthly meetings.

- b) Report whether finance charges and/or late fees were assessed on the selected statements.

The statement we reviewed had interest of \$12.32.

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:
- An original itemized receipt (i.e., identifies precisely what was purchased)  
No exceptions noted..
  - Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.  
No exceptions noted.
  - Other documentation that may be required by written policy (e.g., purchase order, written authorization.)  
No exceptions noted.
- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.  
No exceptions noted.
- c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.  
No exceptions noted.

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

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17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.  
Management provided list.
18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) and report any amounts that exceed GSA rates.  
Exception noted. Written policy does not mention daily per diem rates.
19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:
- a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.  
One exception noted. No written expense documentation.

- b) Report whether each expense is supported by:
- An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]  
One exception was noted.
  - Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).  
One exception noted.
  - Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)  
Exception noted.
- c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.  
One exception noted. No written documentation.
- d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.  
Exceptions noted. No reimbursements were approved.

### ***Contracts***

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20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

A list was provided.

21. Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:
- a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.  
No exceptions noted.
  - b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:
    - If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)  
No exceptions noted.
    - If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.  
No exceptions noted.
  - c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.  
No exceptions noted.
  - d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.  
No exceptions noted.
  - e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).  
No exceptions noted.

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

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22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:
- A listing was obtained.
- a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.  
Exception noted. No employee files are maintained.
  - b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.  
Exception noted. No employee files are maintained.
23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

- a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

Not applicable.

- b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

Not applicable.

- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

Not applicable.

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

Not applicable.

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

No exceptions noted.

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

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26. Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

One exception noted.

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

No alleged ethics violations reported.

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

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28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

No debt was issued during the fiscal period.

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

Not applicable.

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

The District did not have tax millages related to debt service payments.

***Other***

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31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

No misappropriations reported.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at [www.la.gov/hotline](http://www.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

The District did have the required notice posted in a conspicuous place upon its premises but the District does not have a website.

33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

The practitioner did not observe or otherwise identify any exceptions regarding management's representations in the procedures above.

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 did 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.

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