

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Annual Financial Report  
Year Ended December 31, 2024

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government  
Annual Financial Report  
Year Ended December 31, 2024

**Table of Contents**

|  | <b><u>Page</u></b> |
|--|--------------------|
| <b>Independent Auditor's Report</b>  | 1-4                |
| <b>Management's Discussion and Analysis</b>  | 5-9                |
| <b>Financial Statements</b>  |                    |
| Statement of Net Position  | 10                 |
| Statement of Activities  | 11                 |
| Balance Sheet - Governmental Fund Type - General Fund  | 12                 |
| Statement of Revenues, Expenditures, and Changes in Fund Balance -<br>Governmental Fund Type - General Fund  | 13                 |
| Reconciliation of the Balance Sheet of the Governmental Fund to the<br>Statement of Net Position   | 14                 |
| Reconciliation of the Statement of Revenues, Expenditures, and<br>Changes in Fund Balance - Governmental Fund to the Statement<br>of Activities  | 15                 |
| Notes to Financial Statements  | 16-30              |
| <b>Required Supplementary Information</b>  |                    |
| Budgetary Comparison Schedule - General Fund   | 31                 |
| Schedule of Employer's Share of Net Pension Liability  | 32                 |
| Schedule of Employer Contributions   | 33                 |
| <b>Other Information</b>   |                    |
| Schedule of Compensation, Benefits, and Other Payments to District Head  | 34                 |
| <b>Reports Required by <i>Government Auditing Standards</i></b>  |                    |
| Independent Auditor's Report on Internal Control Over Financial Reporting<br>and on Compliance and Other Matters Based on an Audit of Financial<br>Statements Performed in Accordance with <i>Government Auditing</i><br>Standards | 35-36              |
| Schedule of Findings and Responses   | 37                 |
| Management's Corrective Action Plan for Current Year Findings  | 38                 |
| Schedule of Prior Findings and Responses   | 39                 |
| <b>Statewide Agreed-Upon Procedures</b>  |                    |
| Independent Accountant's Report on Applying Agreed-Upon Procedures   | 40-41              |
| Schedule of Procedures and Associated Findings of the Statewide<br>Agreed-Upon Procedures  | 42-60              |

**Martin  
and  
Pellegrin**

103 Ramey Road  
Houma, Louisiana 70360

*Certified public Accountants  
(A Professional Corporation)*

Ph. (985) 851-3638  
Fax (985) 851-3951

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Commissioners  
Bayou Cane Fire Protection District  
Terrebonne Parish Consolidated Government  
Houma, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of the governmental activities and the major fund of the Bayou Cane Fire Protection District, a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Bayou Cane Fire Protection District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

The District's 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, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

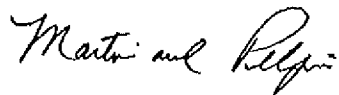
Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 5 through 9, the Budgetary Comparison Schedule – General Fund on page 31, the Schedule of Employer's Share of Net Pension Liability on page 32, and the Schedule of Employer Contributions on page 33 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Bayou Cane Fire Protection District's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to District Head on page 34 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information 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. The 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 basic 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 District 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 May 14, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 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 the District's internal control over financial reporting and compliance.

A handwritten signature in cursive script, appearing to read "Martin and Kelly".

Houma, Louisiana  
May 14, 2025

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Management's Discussion and Analysis  
Year Ended December 31, 2024

As management of the Bayou Cane Fire Protection District (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the year ended December 31, 2024.

**FINANCIAL HIGHLIGHTS**

- Bayou Cane Fire Protection District's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$3,259,440 (net position) as of December 31, 2024.
- Net position increased during the year by \$426,075, or 15%.
- During the year, the District had total revenues of \$8,995,175 which exceeded expenditures of \$8,569,100 by \$426,075.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis serves as an introduction to the District's financial statements. The Bayou Cane Fire Protection District's financial statements consist of the following:

**Statement of Net Position.** This statement combines and consolidates the governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations, regardless if they are currently available or not.

**Statement of Activities.** Consistent with the full accrual basis of accounting method, this statement accounts for the entity-wide current year revenues and expenses regardless of when cash is received or paid.

**Balance Sheet – Governmental Fund – General Fund.** This statement presents the District's assets, liabilities, and fund balance for its general fund only.

**Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund Type – General Fund.** Consistent with the modified accrual basis of accounting method, this statement accounts for current year revenues when received except when they are measurable and available. Expenditures are accounted for in the period that goods and services are used in the government's activities. In addition, capital asset purchases are expensed and not recorded as an asset. The statement also exhibits the relationship of revenues and expenditures with the change in fund balance.

**Notes to the Financial Statements.** The accompanying notes provide additional information essential to a full understanding of the data provided in the basic financial statements.



**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Management's Discussion and Analysis  
Year Ended December 31, 2024

**BASIC FINANCIAL ANALYSIS**

Net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$3,259,440 at the close of the most recent year, December 31, 2024. The largest portions of the District's total assets are cash and cash equivalents (24.94%), due from other government (34.49%), and capital assets, net of accumulated depreciation (37.94%).

**The District's Net Position**

|   | <b>December 31,</b> |                     |
|---|---------------------|---------------------|
|   | <b>2024</b>         | <b>2023</b>         |
| <b>ASSETS</b>                                   |                     |                     |
| Current assets                                  | \$ 8,313,351        | \$ 8,507,495        |
| Capital assets, net of accumulated depreciation | 5,081,647           | 4,808,439           |
| <b>TOTAL ASSETS</b>                             | <b>13,394,998</b>   | <b>13,315,934</b>   |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>           | <b>1,875,669</b>    | <b>2,735,318</b>    |
| <b>LIABILITIES</b>                              |                     |                     |
| Current liabilities                             | 503,308             | 609,409             |
| Long-term liabilities                           | 5,914,193           | 6,838,832           |
| <b>TOTAL LIABILITIES</b>                        | <b>6,417,501</b>    | <b>7,448,241</b>    |
| <b>DEFERRED INFLOWS OF RESOURCES</b>            |                     |                     |
| Ad valorem taxes revenue                        | 5,114,206           | 5,272,418           |
| Pension-related                                 | 479,520             | 497,228             |
| <b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>      | <b>5,593,726</b>    | <b>5,769,646</b>    |
| <b>NET POSITION</b>                             |                     |                     |
| Net investment in capital assets                | 5,081,647           | 4,808,439           |
| Unrestricted                                    | (1,822,207)         | (1,975,074)         |
| <b>TOTAL NET POSITION</b>                       | <b>\$ 3,259,440</b> | <b>\$ 2,833,365</b> |

Total assets plus deferred outflows of resources decreased by \$780,585, and total liabilities plus deferred inflows of resources decreased by \$1,206,660. The decrease in assets and deferred outflows of resources is primarily due to decrease in deferred outflows of resources related to pension liability. The decrease in liabilities and deferred inflows of resources is mostly due to the decrease of \$1,123,904 in net pension liability.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Management's Discussion and Analysis  
Year Ended December 31, 2024

During the year, the District's net position increased by \$426,075. The elements of the increase are as follows:

**The District's Changes in Net Position**

|                                 | For the Year Ended<br>December 31, |                     |
|---------------------------------|------------------------------------|---------------------|
|                                 | 2024                               | 2023                |
| <b>REVENUES</b>                 |                                    |                     |
| Taxes                           | \$ 5,890,745                       | \$ 4,800,101        |
| Net patient service revenue     | 1,423,815                          | -                   |
| Other                           | 587,286                            | 775,858             |
| State supplemental pay          | 324,764                            | 309,680             |
| State grants                    | 598,993                            | 436,211             |
| Federal grants                  | 51,858                             | 2,134,160           |
| State revenue sharing           | 117,714                            | 125,658             |
| <b>TOTAL REVENUES</b>           | <b>8,995,175</b>                   | <b>8,581,668</b>    |
| <b>EXPENSES</b>                 |                                    |                     |
| Public safety - fire protection |                                    |                     |
| Personnel services              | 6,048,905                          | 5,972,033           |
| Supplies and maintenance        | 644,920                            | 585,063             |
| Other services and charges      | 1,147,295                          | 2,157,180           |
| Professional fees               | 103,945                            | 102,918             |
| Training and travel             | 98,350                             | 105,499             |
| Depreciation                    | 525,685                            | 445,395             |
| Interest expense                | -                                  | 3,544               |
| <b>TOTAL EXPENSES</b>           | <b>8,569,100</b>                   | <b>9,371,632</b>    |
| <b>CHANGE IN NET POSITION</b>   | <b>426,075</b>                     | <b>(789,964)</b>    |
| <b>NET POSITION - BEGINNING</b> | <b>2,833,365</b>                   | <b>3,623,329</b>    |
| <b>NET POSITION - ENDING</b>    | <b>\$ 3,259,440</b>                | <b>\$ 2,833,365</b> |

As indicated above, net position increased by \$426,075 in 2024, which indicates revenues were sufficient to cover expenses incurred during the year. The change in net position is primarily due to the revenues generated from the District beginning to provide ambulance services for the care and transportation of persons suffering from illness, injury, or disabilities requiring ambulance care during the year.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Management's Discussion and Analysis  
Year Ended December 31, 2024

**CAPITAL ASSETS**

As of December 31, 2024, the District had \$5,081,647 invested in capital assets as follows:

|                               | <u>2024</u>         | <u>2023</u>         |
|-------------------------------|---------------------|---------------------|
| Capital assets                | \$ 10,972,977       | \$ 10,241,014       |
| Less accumulated depreciation | <u>(5,891,330)</u>  | <u>(5,432,575)</u>  |
|                               | <u>\$ 5,081,647</u> | <u>\$ 4,808,439</u> |

Capital assets consist of construction in progress, land, buildings and improvements, vehicles, and furniture and equipment. Depreciation expense for the year is \$525,685.

**VARIATIONS BETWEEN ORIGINAL AND FINAL BUDGETS AND ACTUAL RESULTS**

The District's annual budget is adopted on a modified accrual basis of accounting excluding certain noncash items, such as depreciation. The District amended its budget once during the year. Total budgeted revenues increased by \$490,000 from the original amount to accommodate receipt of LWCC dividends and to better estimate net patient service revenue from operation of ambulances. Total budgeted expenditures did not change from the originally budgeted amount.

The District's actual revenues were more than the budgeted revenues by \$1,201,783, a favorable variance of 16.06%. The District's actual expenditures were more than the budgeted expenditures by \$250,287, an unfavorable variance of 2.99%.

**INCIDENTS AND CALLS**

The community which is served by Bayou Cane Fire Protection District continues to grow and expand. The demand for public services such as Fire Suppression, Rescue, and EMS increased from the prior year.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Management's Discussion and Analysis  
Year Ended December 31, 2024

**INCIDENTS AND CALLS (Cont.)**

The following is a summary of the calls responded to, by type, for the last three years:

| <u>Type of Call</u>                    | <u>2024</u>  | <u>2023</u>  | <u>2022</u>  |
|--|--------------|--------------|--------------|
| Rescue and EMS                         | 2,922        | 1,735        | 1,246        |
| Fire                                   | 91           | 112          | 118          |
| Hazardous condition (no fire)          | 113          | 85           | 111          |
| Other                                  | 3            | 158          | 132          |
| Public service assistance              | 244          | -            | -            |
| False alarms                           | 328          | 335          | 411          |
| Equipment malfunctions                 | -            | -            | -            |
| General cleanup after vehicle accident | -            | -            | -            |
| Severe weather and natural disaster    | 2            | -            | 1            |
| Service call                           | 40           | 39           | 47           |
| Total                                  | <u>3,743</u> | <u>2,464</u> | <u>2,066</u> |
|  |              |              |              |
| Increase from prior year               | 51.91%       | 19.26%       | 5.09%        |

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the District's finances for all those with such an interest. If you should have any further questions concerning any of the information provided in this report or have a request for additional financial information, please direct your inquiries to:

Mr. Kenneth P. Himel, Jr., Fire Chief  
6166 West Main Street  
Houma, Louisiana 70360  
Phone number (985) 580-7230

## **FINANCIAL STATEMENTS**

**Bayou Cane Fire Protection District**  
**Terrebonne Parish Consolidated Government**

Statement of Net Position  
December 31, 2024

|   | <u><b>Governmental<br/>Activities</b></u> |
|---|---|
| <b>ASSETS</b>   |   |
| Current assets:   |   |
| Cash and cash equivalents   | \$ 3,340,194                              |
| Investments - unrestricted  | 79,853                                    |
| Investments - restricted  | 14,142                                    |
| State revenue sharing receivable                                  | 39,763                                    |
| Patient accounts receivable, less allowance for doubtful accounts | 219,381                                   |
| Due from other government   | 4,620,018                                 |
| Total current assets  | <u>8,313,351</u>                          |
| Capital assets, net of accumulated<br>depreciation of \$5,891,330 | <u>5,081,647</u>                          |
| <b>TOTAL ASSETS</b>   | <u><b>13,394,998</b></u>                  |
| <b>DEFERRED OUTFLOWS OF RESOURCES - PENSION RELATED</b>           | <u><b>1,875,669</b></u>                   |
| <b>LIABILITIES</b>  |   |
| Current liabilities:  |   |
| Accounts payable  | 83,828                                    |
| Salaries and benefits payable                                     | 406,351                                   |
| Accounts held in escrow - protest taxes                           | 13,129                                    |
| Total current liabilities   | <u>503,308</u>                            |
| Noncurrent liabilities:   |   |
| Net pension liability   | 5,579,296                                 |
| Compensated absences  | 334,897                                   |
| Total noncurrent liabilities                                      | <u>5,914,193</u>                          |
| <b>TOTAL LIABILITIES</b>  | <u><b>6,417,501</b></u>                   |
| <b>DEFERRED INFLOWS OF RESOURCES</b>                              |   |
| Ad valorem taxes revenue  | 5,114,206                                 |
| Pension-related   | 479,520                                   |
| <b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>                        | <u><b>5,593,726</b></u>                   |
| <b>NET POSITION</b>   |   |
| Net investment in capital assets                                  | 5,081,647                                 |
| Unrestricted  | <u>(1,822,207)</u>                        |
| <b>TOTAL NET POSITION</b>   | <u><b>\$ 3,259,440</b></u>                |

See accompanying notes.

Statement of Activities  
Year Ended December 31, 2024

See accompanying notes.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Balance Sheet  
Governmental Fund Type – General Fund  
December 31, 2024

**ASSETS**

|   |                            |
|---|----------------------------|
| Cash and cash equivalents   | \$ 3,340,194               |
| Investments - unrestricted  | 79,853                     |
| Investments - restricted  | 14,142                     |
| State revenue sharing receivable                                  | 39,763                     |
| Patient accounts receivable, less allowance for doubtful accounts | 219,381                    |
| Due from other government   | <u>4,620,018</u>           |
| <b>TOTAL ASSETS</b>   | <b><u>\$ 8,313,351</u></b> |

**LIABILITIES**

|   |                       |
|---|-----------------------|
| Accounts payable                        | \$ 83,828             |
| Salaries and benefits payable           | 406,351               |
| Accounts held in escrow - protest taxes | <u>13,129</u>         |
| <b>TOTAL LIABILITIES</b>                | <b><u>503,308</u></b> |

**DEFERRED INFLOWS OF RESOURCES**

|                          |                  |
|--------------------------|------------------|
| Ad valorem taxes revenue | <u>5,114,206</u> |
|--------------------------|------------------|

**FUND BALANCE**

|                           |                         |
|---------------------------|-------------------------|
| Restricted                | 14,142                  |
| Unassigned                | <u>2,681,695</u>        |
| <b>TOTAL FUND BALANCE</b> | <b><u>2,695,837</u></b> |

**TOTAL LIABILITIES, DEFERRED  
INFLOWS OF RESOURCES,  
AND FUND BALANCE**

**\$ 8,313,351**

See accompanying notes.



**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Statement of Revenues, Expenditures, and  
Changes in Fund Balance –  
Governmental Fund Type – General Fund  
Year Ended December 31, 2024

**REVENUES**

|                             |                         |
|-----------------------------|-------------------------|
| Patient service             |                         |
| Revenue                     | \$ 3,297,233            |
| Bad debts                   | <u>(1,873,418)</u>      |
| Net patient service revenue | 1,423,815               |
| Taxes:                      |                         |
| Ad valorem                  | 5,749,700               |
| 2% fire insurance           | 141,045                 |
| Intergovernmental:          |                         |
| State supplemental pay      | 324,764                 |
| Federal grant               | 51,858                  |
| State grant                 | 598,993                 |
| State revenue sharing       | <u>117,714</u>          |
| <b>TOTAL REVENUES</b>       | <u><b>8,407,889</b></u> |

**EXPENDITURES**

|                                 |                         |
|---------------------------------|-------------------------|
| Public safety - fire protection |                         |
| Personnel services              | 5,822,629               |
| Supplies and maintenance        | 644,920                 |
| Other services and charges      | 1,147,295               |
| Professional fees               | 103,945                 |
| Training and travel             | 98,350                  |
| Capital outlay                  | <u>798,893</u>          |
| <b>TOTAL EXPENDITURES</b>       | <u><b>8,616,032</b></u> |

|   |           |
|---|-----------|
| <b>EXCESS OF EXPENDITURES OVER REVENUES</b> | (208,143) |
|---|-----------|

**GENERAL REVENUES**

|                               |                       |
|-------------------------------|-----------------------|
| Insurance claims              | 819                   |
| LWCC dividend                 | 181,616               |
| Interest                      | 59,792                |
| Other                         | <u>36,085</u>         |
| <b>TOTAL GENERAL REVENUES</b> | <u><b>278,312</b></u> |

|                               |        |
|-------------------------------|--------|
| <b>CHANGE IN FUND BALANCE</b> | 70,169 |
|-------------------------------|--------|

**FUND BALANCE**

|                   |                            |
|-------------------|----------------------------|
| Beginning of year | <u>2,625,668</u>           |
| End of year       | <u><b>\$ 2,695,837</b></u> |

See accompanying notes.

**Bayou Cane Fire Protection District**  
**Terrebonne Parish Consolidated Government**

Reconciliation of the Balance Sheet of the Governmental  
Fund to the Statement of Net Position  
December 31, 2024

|  |                     |
|--|---------------------|
| Fund balance - governmental fund   | \$ 2,695,837        |
| Amounts reported for governmental activities in the Statement of<br>Net Position are different because:  |                     |
| Capital assets of \$10,972,977, net of accumulated depreciation of<br>\$5,891,330, are not financial resources and, therefore, are not<br>reported in the fund.      | 5,081,647           |
| Deferred outflows of resources related to net pension liability are<br>not available resources, and therefore, are not reported in<br>the fund.                      | 1,875,669           |
| Deferred inflows of resources related to net pension liability are<br>not payable from current expendable resources, and therefore,<br>are not reported in the fund. | (479,520)           |
| Long-term liabilities are not due and payable in the current period<br>and, therefore, are not reported in the fund.   |                     |
| Net pension liability  | (5,579,296)         |
| Compensated absences   | <u>(334,897)</u>    |
| Total net position of governmental activities  | <u>\$ 3,259,440</u> |

See accompanying notes.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balance – Governmental Fund to the  
Statement of Activities  
Year Ended December 31, 2024

|  |           |
|--|-----------|
| Change in fund balance - governmental fund | \$ 70,169 |
|--|-----------|

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental fund reports capital outlays as expenditures, whereas in the Statement of Activities, these costs are depreciated over their estimated useful lives.

|                      |           |
|----------------------|-----------|
| Depreciation expense | (525,685) |
| Capital outlays      | 798,893   |

Certain expenses reported on the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

|                      |           |
|----------------------|-----------|
| Compensated absences | (199,265) |
|----------------------|-----------|

|   |                |
|---|----------------|
| Effects of recording net pension liability and deferred inflows and outflows of resources related to net pension liability: | <u>281,963</u> |
|---|----------------|

|   |                   |
|---|-------------------|
| Change in net position of governmental activities | <u>\$ 426,075</u> |
|---|-------------------|

See accompanying notes.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Bayou Cane Fire Protection District (the District) was created by the Terrebonne Parish Consolidated Government (the Parish) by Ordinance No. 5732, dated February 7, 1997, pursuant to Louisiana Revised Statutes 40:1493 and 40:1494. The District is governed by a board of seven commissioners appointed by the Parish Council. The District provides fire protection and related services and facilities in Terrebonne Parish within the boundaries established by the ordinance. It covers an area of over 32 square miles and a resident population of approximately 32,000.

The Bayou Cane Fire Protection District complies with accounting principles generally accepted in the United States of America (GAAP). GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The more significant of the District's accounting policies are described below.

**A. REPORTING ENTITY**

Because the Parish Council appoints the governing board and thusly can impose its will, the Bayou Cane Fire Protection District was determined to be a component unit of the Terrebonne Parish Consolidated Government, the governing body of the Parish and the governmental body with financial accountability. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the Terrebonne Parish Consolidated Government, the general government services provided by that governmental unit, or the other governmental units that comprise the governmental reporting entity.

The District has reviewed all of its activities and determined that there are no potential component units that should be included in its financial statements.

**B. METHOD OF ACCOUNTING**

GASB statements established standards for external financial reporting for all state and local governmental entities which includes a statement of net position and a statement of activities. It requires the classification of net position into three components – net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

Net investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

**Bayou Cane Fire Protection District**  
**Terrebonne Parish Consolidated Government**

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)**

Restricted – This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted – This component of net position consists of net position that does not meet the definition of "restricted" or "net investment in capital assets".

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the District considers restricted funds to have been spent first.

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied. It establishes fund balance classifications that comprise hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. These classifications are defined as follows:

Nonspendable – This component of fund balance includes amounts that cannot be spent due to form, including inventories and prepaid amounts. Also included are amounts that must be maintained intact legally or contractually.

Restricted – This component of fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed – This component of fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the District's highest level of decision-making authority. The Board of Commissioners must vote on commitments.

Assigned – This component of fund balance is intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. The Board of Commissioners can vote on applicable assigned amounts.

Unassigned – This component of fund balance is the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications.

Stabilization funds – This component of fund balance covers such things as revenue shortfalls, emergencies, or other purposes. The authority to set aside resources often comes from a statute, ordinance, or constitution.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)**

unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board of Commissioners have provided otherwise in its commitment or assignment actions.

The basic financial statements of the District are prepared on the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when incurred.

**C. FUND TYPES**

The District reports the following fund type:

**Governmental Funds**

Governmental Funds are those through which the governmental functions of the District are financed. The acquisition, use, and balances of the District's expendable financial resources and the related liabilities are accounted for through Governmental Funds.

The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following is the Governmental Fund of the District:

General Fund – The General Fund is the general operating fund of the District. It is used to account for all financial resources.

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

**Government-Wide Financial Statements (GWFS)**

The government-wide financial statements display information as a whole. These statements include all the financial activities. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)**

**Fund Financial Statements (FFS)**

The amounts reflected in fund financial statements 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 balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of operations.

The amounts reflected in the fund financial statements use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both 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 sixty days after the fiscal year-end. Expenditures are recorded when the related fund liability is incurred.

**E. CASH AND CASH EQUIVALENTS**

The District considers all highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

**F. PATIENT ACCOUNTS RECEIVABLES / ALLOWANCE FOR DOUBTFUL ACCOUNTS**

Net patient service revenue is reported at the estimated net realizable amounts from patients, third-party payors, and others for services rendered. The District provides care to patients even though they may lack adequate insurance or may be covered under contractual arrangements that do not pay full charges. As a result, the District is exposed to certain credit risks. The District manages such risk by regularly reviewing its accounts and contracts, and by providing appropriate allowances.

Trade receivables are carried at original invoice amount less an estimate made for doubtful receivables based on a review of all outstanding amounts on a timely basis. Management estimates the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Trade receivables are written off when deemed uncollectible. Recoveries of trade receivables previously written off are recorded when received.

The allowance for doubtful accounts is maintained at an amount which presents accounts receivable at their realizable value. Receivables are written off against the allowance for doubtful accounts in the year the accounts are determined to be uncollectible.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)**

**G. ALLOWANCE FOR UNCOLLECTIBLE AD VALOREM TAX RECEIVABLES**

The District's primary revenue source, ad valorem taxes, becomes delinquent if not paid by January 1<sup>st</sup> following the year of assessment. Unpaid taxes attach as an enforceable lien on property. The Board of Commissioners determined, based on prior historical information, that uncollectible receivables are immaterial to the District's financial statements.

**H. CAPITAL ASSETS**

Capital assets, consisting of land, buildings and improvements, furniture and equipment, and vehicles are presented on the Statement of Net Position. Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Donated capital assets are valued at their estimated fair value on the date donated. 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 is recorded using the straight-line method over the useful lives of the assets as follows:

|                            |              |
|----------------------------|--------------|
| Buildings and improvements | 5 - 40 years |
| Vehicles                   | 5 - 20 years |
| Furniture and equipment    | 5 - 20 years |

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

**I. COMPENSATED ABSENCES**

Annual leave is recorded as an expenditure of the period in which paid. Employees of the District can earn between 18 and 30 days per year of annual leave, depending upon length of service. Leave is awarded on the employee's anniversary date and must be taken during that year. It cannot be carried forward to the next year. Unused annual leave is due to the employee at the time of termination at an "hour-for-hour" rate. Accumulated leave as of the end of the year is valued using employees' current rates of pay, and the liability is recorded in the Statement of Net Position. As of December 31, 2024, compensated absences payable to employees totaled \$334,897, a \$199,265 increase from the prior year.

In accordance with Louisiana State Revised Statute 33:1995, every firefighter shall be entitled to full pay during sickness for a period of not less than fifty-two weeks. However, this amount is not accrued and not payable upon termination.



**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)**

**J. ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Estimates of the District primarily relate to capital assets' useful lives.

**K. OPERATING BUDGETARY DATA**

As required by Louisiana Revised Statute 39:1303, the Board of Commissioners adopted a budget for the District's General Fund. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the Board. All budgeted amounts that are not expended or obligated through contracts lapse at year-end. The budget was amended once during the year.

The General Fund budget is adopted on a basis materially consistent with accounting principles generally accepted in the United States of America.

**L. ENCUMBRANCES**

Encumbrance accounting, under which purchase orders, contracts, and other commitments are recorded in the fund general ledgers, is not utilized by the District.

**M. RECENT ACCOUNTING PRONOUNCEMENTS**

The following is a summary of accounting standards adopted by the Governmental Accounting Standards Board (GASB) that are scheduled to be implemented in the future that may affect the Authority's financial report:

GASB Statement 100, *Accounting Changes and Error Corrections* - An Amendment of GASB Statement No. 62. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The standard is effective for annual reporting periods beginning after June 15, 2023. Management has implemented the standard and determined that it did not have a material effect on the District's financial statements.

GASB Statement No. 101, *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. This standard is effective for annual

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)**

reporting periods beginning after December 15, 2023. Management has implemented the standard and determined that it did not have a material effect on the District's financial statements.

GASB Statement No. 102, *Certain Risk Disclosures*. The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. This standard is effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. The effect of implementation on the District's financial statements has not yet been determined.

GASB Statement No. 103, *Financial Reporting Model Improvements*. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues. This standard is effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. The effect of implementation on the District's financial statements has not yet been determined.

GASB Statement No. 104, *Disclosure of Certain Capital Assets*. The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets. This standard is effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. The effect of implementation on the District's financial statements has not yet been determined.

**NOTE 2 – DEPOSITS AND INVESTMENTS**

Under state law, the District may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of another state in the Union, or the laws of the United States.

State law requires that deposits of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes the FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision.

As of December 31, 2024, the District has deposits as follows:

|                           | Bank<br>Balances    | Reported<br>Balances |
|---------------------------|---------------------|----------------------|
| Cash and cash equivalents | \$ 3,349,181        | \$ 3,340,194         |
| Certificates of deposit   | 93,995              | 93,995               |
| Totals                    | <u>\$ 3,443,176</u> | <u>\$ 3,434,189</u>  |

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 2 – DEPOSITS AND INVESTMENTS (Cont.)**

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has a policy for custodial credit risk. As of December 31, 2024, \$2,943,176 of the District's bank balances were exposed to credit risk. These were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the District's name.

As of December 31, 2024, bank deposits were adequately collateralized in accordance with state law by securities held by unaffiliated banks for the account of the District. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers the securities subject to custodial credit risk. Even though the pledged securities are considered subject to custodial credit risk under the provisions of GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

Certificates of deposit on account with banks total \$93,995, \$14,142 of which are restricted, held in escrow, for protest taxes paid. The District is required to hold these funds in escrow pending resolution of the protest. As such, they are presented as restricted assets. Because these certificates of deposit have maturities in excess of 90 days, they are presented as investments in the financial statements.

A reconciliation of deposits and investments as shown on the Statement of Net Position is as follows:

|                                |                     |
|--------------------------------|---------------------|
| Reported amount of deposits    | \$ 3,434,189        |
| Reported amount of investments | <u>-</u>            |
| Total                          | <u>\$ 3,434,189</u> |
| Cash and cash equivalents      | \$ 3,340,194        |
| Investments                    | <u>93,995</u>       |
| Total                          | <u>\$ 3,434,189</u> |

**NOTE 3 – DUE FROM OTHER GOVERNMENT**

At December 31, 2024, the District had \$4,620,018 due from other government, all of which is related to ad valorem taxes from Terrebonne Parish Sheriff's Office.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 4 – CAPITAL ASSETS**

Capital assets are valued at historical cost. Depreciation of all capital assets is calculated over the estimated useful lives using the straight-line method. Capital asset activity for the year ended December 31, 2024 was as follows:

| <u>Governmental Activities</u>              | <u>January 1,<br/>2024</u> | <u>Additions</u> | <u>Deletions/<br/>Reclassifications</u> | <u>December 31,<br/>2024</u> |
|---|----------------------------|------------------|---|------------------------------|
| Capital assets not being depreciated:       |                            |                  |   |                              |
| Land  | \$ 385,000                 | \$ -             | \$ -                                    | \$ 385,000                   |
| Construction in progress                    | 102,270                    | 774,471          | -                                       | 876,741                      |
| Total capital assets not being depreciated  | 487,270                    | 774,471          | -                                       | 1,261,741                    |
| Capital assets being depreciated:           |                            |                  |   |                              |
| Buildings and improvements                  | 2,704,668                  | -                | -                                       | 2,704,668                    |
| Vehicles                                    | 4,209,310                  | -                | -                                       | 4,209,310                    |
| Furniture and equipment                     | 2,839,766                  | 24,422           | (66,930)                                | 2,797,258                    |
| Total capital assets being depreciated      | 9,753,744                  | 24,422           | (66,930)                                | 9,711,236                    |
| Less accumulated depreciation for:          |                            |                  |   |                              |
| Buildings and improvements                  | (1,098,721)                | (83,781)         | -                                       | (1,182,502)                  |
| Vehicles                                    | (2,664,639)                | (148,905)        | -                                       | (2,813,544)                  |
| Furniture and equipment                     | (1,669,215)                | (292,999)        | 66,930                                  | (1,895,284)                  |
| Total accumulated depreciation              | (5,432,575)                | (525,685)        | 66,930                                  | (5,891,330)                  |
| Total capital assets being depreciated, net | 4,321,169                  | (501,263)        | -                                       | 3,819,906                    |
| Total capital assets, net of depreciation   | \$ 4,808,439               | \$ 273,208       | \$ -                                    | \$ 5,081,647                 |

**NOTE 5 – AD VALOREM TAXES**

Ad valorem taxes are levied each November 1 on the assessed value listed as of the prior January 1 for all real property, merchandise, and movable property located in the Parish. Assessed values are established by the Terrebonne Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. Taxes are due and payable December 31, with interest being charged on payments after January 1.

Any unpaid taxes are collected in connection with an auction held in June.

The voters of Bayou Cane Community approved the current millage rate for fire protection. The District levied 20 of the authorized 20 mills for 2024. These taxes and related state revenue sharing were budgeted for the year ended December 31, 2025 and were included as deferred inflows of resources on the Statement of Net Position as of December 31, 2024. The tax is collected by the Parish Sheriff's Office and remitted to the District.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 6 – ON-BEHALF PAYMENTS FOR SALARIES**

Supplemental salary payments are made by the state to certain eligible full-time employees of the District, in addition to the compensation they receive from the District. The amount of the supplemental pay is determined by State Law and is revised periodically. For 2024, the state paid supplemental salaries for the employees of the District in the amount of \$324,764. These intergovernmental funds are reflected in the financial statements of the District for the year ended December 31, 2024.

**NOTE 7 – PENSION PLAN**

**Firefighters' Retirement System (System)**

**Plan Description:** The Firefighters' Retirement System is a cost-sharing multiple-employer defined benefit pension plan established by Act 434 of 1979 to provide retirement, disability, and death benefits to firefighters in Louisiana.

**Eligibility Requirements:** Membership in the System is a condition of employment for any full-time firefighters who earn at least \$375 per month and are employed by any municipality, parish, or fire protection district of the State of Louisiana in addition to employees of the Firefighters' Retirement System. 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. 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:** Benefit provisions are authorized within Act 434 of 1979 and amended by LRS 11:2251-11:2272. Members of the System with 20 or more years of service who have attained age 50, or members who have 12 years of service who have attained age 55, or 25 years of service at any age shall be entitled to retire from service.

Upon such retirement, the member shall be paid an annual retirement allowance equal to three and one-third percent of average final compensation multiplied by total years of creditable service. However, the annual retirement allowance shall not exceed one hundred percent of average final compensation.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 7 – PENSION PLAN (Cont.)**

Deferred Retirement Option Plan (DROP): After completing 20 years of creditable service and age 50 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 shall receive, at his option, a lump-sum payment from the account or an annuity based on the deferred retirement option plan account balance 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 payments 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.

Employer Contributions: Employer contributions are actuarially-determined each year. For the year ended June 30, 2024, employer and employee contribution rates for members above the poverty line were 33.25% and 10.0%, respectively. The employer and employee contribution rates for those members below the poverty line were 35.25% and 8.00%, respectively.

Non-Employer Contribution: The System also receives insurance premium tax monies as additional employer contributions. 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 were recognized as revenue during the year ended June 30, 2024 and were excluded from pension expense. Non-employer contributions received by the System during the year ended June 30, 2024 was \$31,181,383.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources: As of December 31, 2024, the District reported liabilities in its government-wide financial statements of \$5,579,296 for its proportionate share of the net pension liabilities of the System. The net pension liabilities were measured as of June 30, 2024, and the total pension liability used to calculate the net pension obligation was determined by an actuarial valuation performed of the retirement system as of that date. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially-determined. As of June 30, 2024, the District's proportionate share of the System was 0.990893%, which was a decrease of 0.036133% from its proportion measured as of June 30, 2023.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 7 – PENSION PLAN (Cont.)**

For the year ended December 31, 2024, the District recognized a pension expense of \$27,011 in its governmental activities related to its participation in the System.

As of December 31, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

|   | <u>Governmental Activities</u>                |  |
|---|---|--|
|   | <u>Deferred<br/>Outflows of<br/>Resources</u> | <u>Deferred<br/>Inflows of<br/>Resources</u> |
| Differences between expected and actual experience  | \$ 418,878                                    | \$ 132,689                                   |
| Changes in assumptions  | 238,683                                       | -  |
| Net difference between projected and actual investment earnings on pension plan investments | 54,476  | -  |
| Changes in proportion   | 684,301                                       | 346,831                                      |
| Employer contributions subsequent to the measurement date                                   | <u>479,331</u>                                | <u>-</u>                                     |
|   | <u>\$ 1,875,669</u>                           | <u>\$ 479,520</u>                            |

Deferred outflows of resources of \$479,331 related to pensions resulting from the District's contributions to the System subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

|      |                   |
|------|-------------------|
| 2025 | \$ 60,871         |
| 2026 | 753,559           |
| 2027 | (51,816)          |
| 2028 | 15,820            |
| 2029 | 123,666           |
| 2030 | <u>14,718</u>     |
|      | <u>\$ 916,818</u> |

Actuarial Assumptions: A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2024 is as follows:

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 7 – PENSION PLAN (Cont.)**

|  | <u>Firefighter's Retirement System</u>  |
|--|---|
| Valuation date                               | June 30, 2024   |
| Actuarial cost method                        | Entry Age Normal  |
| Actuarial cost assumptions:                  |   |
| Expected remaining service lives             | 7 years, closed period  |
| Investment rate of return<br>(Discount rate) | 6.90% per annum (net of investment expenses)  |
| Inflation rate                               | 2.50% per annum   |
| Salary increases                             | Vary from 14.10% in the first two years of service<br>and 5.20% with three or more years of service |
| Cost of living adjustments                   | Only those previously granted   |

For the June 30, 2024 valuation, assumptions for mortality rates were based on the following:

- For active members, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees.
- For annuitants and beneficiaries, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Healthy Retirees.
- For disabled retirees, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Safety Disabled Retirees.
- In all cases, the base table was multiplied by 105% for males and 115% for females, each with full generational projection using the appropriate MP-2019 scale.

The discount rate used to measure the total pension liability was 6.90%. The projection of cash flows used to determine the discount rate assumes 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 these 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.



**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 7 – PENSION PLAN (Cont.)**

Sensitivity to Changes in Discount Rate: The following represents the net pension liability of the participating employers calculated using the discount rate of 6.90%, as well as what the employer's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.90%) or one percentage point higher (7.90%) than the current rate as of June 30, 2024.

|                       | Changes in Discount Rate:<br>Firefighter's Retirement System |                                   |                         |
|-----------------------|--|-----------------------------------|-------------------------|
|                       | 1%<br>Decrease<br>5.90%                                      | Current Discount<br>Rate<br>6.90% | 1%<br>Increase<br>7.90% |
| Net Pension Liability | \$9,262,800  | \$5,579,296                       | \$2,406,898             |

Support of Non-Employer Contributing Entities: Contributions received by a pension plan from non-employer contributing entities that are not in a special funding situation are recorded as revenue by the respective pension plan. The District recognizes revenue in an amount equal to its proportionate share of the total contributions to the pension plan from these non-employer contributing entities. During the year ended December 31, 2024, the District recognized revenue as a result of support received from the non-employer contributing entities of \$308,974 for its participation in the System.

Pension Plan Fiduciary Net Positions: Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report for the System available at [www.ffret.com](http://www.ffret.com).

**NOTE 8 – COMPENSATION OF BOARD MEMBERS**

Board members were not compensated for the year ended December 31, 2024.

**NOTE 9 – STATE GRANT**

During the year ended December 31, 2024, the District received \$598,993 in state funding from the Louisiana Department of Treasury for construction of a multi-story live fire training simulator on the training field of the District. Construction of the facility was not completed as of year-end and, as such, the expenditures incurred in connection with receipt of these funds have been classified as additions to construction in progress.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Notes to Financial Statements  
Year Ended December 31, 2024

**NOTE 10 – NET PATIENT SERVICE REVENUE AND RECEIVABLES**

Presented below is a summary of net patient service revenues and receivables for the year ended December 31, 2024:

|                                       |                     |
|---------------------------------------|---------------------|
| Gross patient service revenue         | \$ 3,297,233        |
| Less: Provision for bad debts         | <u>(1,873,418)</u>  |
| Net patient service revenue           | <u>\$ 1,423,815</u> |
|                                       |                     |
| Patient accounts receivables          | \$ 2,092,799        |
| Less: Allowance for doubtful accounts | <u>(1,873,418)</u>  |
| Net patient accounts receivables      | <u>\$ 219,381</u>   |

**NOTE 11 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to workers' compensation; torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to the public; and natural disasters for which the District carries commercial insurance or other insurance for the losses to which it is exposed. No settlements were made during the year. The District's premiums for general liability are based on various factors such as its operations and maintenance budget, exposure, and claims experience.

**NOTE 12 – SUBSEQUENT EVENTS**

Subsequent events were evaluated by management through May 14, 2025, which is the date the financial statements were available to be issued, and it was determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Budgetary Comparison Schedule – General Fund  
Year Ended December 31, 2024

|                             | <b>Budgeted Amounts</b> |                    | <b>Actual</b>      | <b>Variance with<br/>Final Budget<br/>Favorable/<br/>(Unfavorable)</b> |
|-----------------------------|-------------------------|--------------------|--------------------|--|
|                             | <b>Original</b>         | <b>Final</b>       | <b>Amounts</b>     |  |
| <b>REVENUES</b>             |                         |                    |                    |  |
| Ad valorem taxes            | \$5,165,418             | \$5,165,418        | \$5,749,700        | \$ 584,282   |
| Insurance claims            | -                       | -                  | 819                | 819  |
| State supplemental pay      | 324,000                 | 324,000            | 324,764            | 764  |
| State grants                | 425,000                 | 425,000            | 598,993            | 173,993  |
| State revenue sharing       | 115,000                 | 115,000            | 117,714            | 2,714  |
| Interest                    | 40,000                  | 40,000             | 59,792             | 19,792   |
| LWCC dividend               | -                       | 180,000            | 181,616            | 1,616  |
| Fire insurance 2% tax       | 120,000                 | 120,000            | 141,045            | 21,045   |
| Federal grants              | -                       | -                  | 51,858             | 51,858   |
| Net patient service revenue | 800,000                 | 1,110,000          | 1,423,815          | 313,815  |
| Other income                | 5,000                   | 5,000              | 36,085             | 31,085   |
| <b>TOTAL REVENUES</b>       | <b>6,994,418</b>        | <b>7,484,418</b>   | <b>8,686,201</b>   | <b>1,201,783</b>   |
| <b>EXPENDITURES</b>         |                         |                    |                    |  |
| Public safety               |                         |                    |                    |  |
| Personnel services          | 5,919,711               | 5,919,711          | 5,822,629          | 97,082   |
| Supplies and maintenance    | 538,500                 | 538,500            | 644,920            | (106,420)  |
| Other services and charges  | 886,709                 | 886,709            | 1,147,295          | (260,586)  |
| Professional fees           | 122,325                 | 122,325            | 103,945            | 18,380   |
| Training and travel         | 91,000                  | 91,000             | 98,350             | (7,350)  |
| Capital outlay              | 807,500                 | 807,500            | 798,893            | 8,607  |
| <b>TOTAL EXPENDITURES</b>   | <b>8,365,745</b>        | <b>8,365,745</b>   | <b>8,616,032</b>   | <b>(250,287)</b>   |
| Net change in fund balance  | (1,371,327)             | (881,327)          | 70,169             | 951,496  |
| <b>FUND BALANCE</b>         |                         |                    |                    |  |
| Beginning of year           | 2,625,668               | 2,625,668          | 2,625,668          | -  |
| End of year                 | <u>\$1,254,341</u>      | <u>\$1,744,341</u> | <u>\$2,695,837</u> | <u>\$ 951,496</u>  |

See Independent Auditor's Report and Notes to Financial Statements.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Schedule of Employer's Share of Net Pension Liability  
Year Ended December 31, 2024

| <u>Year</u> | <u>Employer's<br/>Proportion of<br/>the Net<br/>Pension<br/>Liability<br/>(Asset)</u> | <u>Employer's<br/>Proportionate<br/>Share of the Net<br/>Pension Liability<br/>(Asset)</u> | <u>Employer's<br/>Covered<br/>Employee<br/>Payroll</u> | <u>Employer's<br/>Proportionate<br/>Share of the Net<br/>Pension Liability<br/>(Asset) as a<br/>Percentage of Its<br/>Covered Payroll</u> | <u>Plan Fiduciary<br/>Net Pension as<br/>a Percentage of<br/>the Total<br/>Pension<br/>Liability</u> |
|-------------|---|--|--|---|--|
| 2024        | 0.990893%   | \$ 5,579,296   | \$ 2,531,048   | 220.43%   | 81.68%   |
| 2023        | 1.027026%   | 6,703,200  | 2,343,468  | 286.04%   | 77.69%   |
| 2022        | 0.917388%   | 6,468,771  | 2,237,999  | 289.04%   | 74.68%   |
| 2021        | 0.823056%   | 2,916,789  | 2,199,226  | 132.63%   | 86.78%   |
| 2020        | 0.862183%   | 5,976,264  | 2,185,017  | 273.51%   | 72.61%   |
| 2019        | 0.903054%   | 5,654,843  | 2,203,079  | 256.68%   | 73.96%   |
| 2018        | 0.925338%   | 5,322,616  | 2,157,329  | 246.72%   | 74.76%   |
| 2017        | 0.923356%   | 5,292,537  | 2,004,048  | 264.09%   | 73.55%   |
| 2016        | 0.883172%   | 5,776,743  | 1,979,824  | 291.78%   | 68.16%   |
| 2015        | 0.933295%   | 5,037,098  | 1,934,455  | 260.39%   | 72.45%   |

See Independent Auditor's Report and Notes to Financial Statements.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Schedule of Employer Contributions  
Year Ended December 31, 2024

| <u>Year</u> | <u>Statutorily<br/>Required<br/>Contributions</u> | <u>Contributions in<br/>Relation to<br/>Statutorily<br/>Required<br/>Contributions</u> | <u>Contribution<br/>Deficiency<br/>(Excess)</u> | <u>Employer's<br/>Covered Payroll</u> | <u>Contributions<br/>as a<br/>Percentage of<br/>Covered<br/>Payroll</u> |
|-------------|---|--|---|---------------------------------------|---|
| 2024        | \$ 902,282  | \$ 902,282   | -   | 2,713,630                             | 33.25%  |
| 2023        | 854,228   | 854,228  | -   | 2,531,048                             | 33.75%  |
| 2022        | 790,921   | 790,921  | -   | 2,343,468                             | 33.75%  |
| 2021        | 721,755   | 721,755  | -   | 2,237,999                             | 32.25%  |
| 2020        | 610,285   | 610,285  | -   | 2,199,226                             | 27.75%  |
| 2019        | 579,030   | 579,030  | -   | 2,185,017                             | 26.50%  |
| 2018        | 583,816   | 583,816  | -   | 2,203,079                             | 26.50%  |
| 2017        | 544,726   | 544,726  | -   | 2,157,329                             | 25.25%  |
| 2016        | 546,103   | 546,103  | -   | 2,004,048                             | 27.25%  |
| 2015        | 579,099   | 579,099  | -   | 1,979,824                             | 29.25%  |

See Independent Auditor's Report and Notes to Financial Statements.

## OTHER INFORMATION

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Schedule of Compensation, Benefits, and Other Payments  
to District Head  
Year Ended December 31, 2024

**Agency Head Name: Kenneth Himel, Jr., Fire Chief**

| <b>Purpose</b>                         | <b>Amount</b> |
|--|---------------|
| Salary                                 | \$ 120,281    |
| Benefits - retirement                  | 38,108        |
| Benefits - insurance                   | 20,719        |
| Travel                                 | 4,669         |
| Benefits - cell phone                  | 1,200         |
| Car allowance/automobile expense       | -             |
| Cell phone                             | -             |
| Conference travel                      | -             |
| Registration fees                      | -             |
| Membership fees                        | -             |
| Deferred compensation                  | -             |
| Reimbursements                         | -             |
| Per diem                               | -             |
| Service fees                           | -             |
| Vehicle provided by government         | -             |
| Continuing professional education fees | -             |
| Housing                                | -             |
| Unvouchered expenses                   | -             |
| Special meals                          | -             |

This schedule is used to satisfy the reporting requirements of  
R.S. 24:513(A)(3).



**REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS**

**Martin  
and  
Pellegrin**

103 Ramey Road  
Houma, Louisiana 70360

*Certified public Accountants  
(A Professional Corporation)*

Ph. (985) 851-3638  
Fax (985) 851-3951

**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 Commissioners  
Bayou Cane Fire Protection District  
Terrebonne Parish Consolidated Government  
Houma, 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 and the major fund of the Bayou Cane Fire Protection District (the District), a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated May 14, 2025.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District'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 internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all

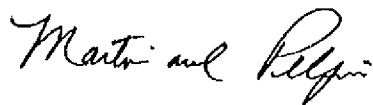
deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

#### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District'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 District'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 District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Houma, Louisiana  
May 14, 2025

**Bayou Cane Fire Protection District**  
**Terrebonne Parish Consolidated Government**

Schedule of Findings and Responses  
Year Ended December 31, 2024

**Section I – Summary of Auditor's Results**

1. The auditor's report expresses an unmodified opinion on the financial statements of Bayou Cane Fire Protection District.
2. No control deficiencies were noted during the audit of the financial statements.
3. No instances of noncompliance or other matters required to be reported in accordance with *Government Auditing Standards* were noted during the audit.
4. A management letter was not issued.
5. The District received \$51,858 in federal funds during the year.

**Section II – Internal Control and Compliance Material to Federal Awards**

This section is not applicable.

**Section III – Management Letter**

This section is not applicable.

**Section IV – Findings and Questioned Costs – Major Federal Awards**

This section is not applicable.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Management's Corrective Action Plan for Current Year Findings  
Year Ended December 31, 2024

The contact person for all corrective actions noted below is Mr. Kenneth Himel, Jr., Fire Chief.

**Section I – Internal Control and Compliance**

This section is not applicable.

**Section II – Internal Control and Compliance Material to Federal Awards**

This section is not applicable.

**Section III – Management Letter**

This section is not applicable.

**Bayou Cane Fire Protection District**  
Terrebonne Parish Consolidated Government

Schedule of Prior Findings and Responses  
Year Ended December 31, 2024

Note: All prior findings relate to the December 31, 2023 audit engagement.

**Section I – Internal Control and Compliance Material to the Financial Statements**

This section is not applicable.

**Section II – Internal Control and Compliance Material to Federal Awards**

This section is not applicable.

**Section III – Management Letter**

This section is not applicable.

## **STATEWIDE AGREED-UPON PROCEDURES**

**Martin  
and  
Pellegrin**

103 Ramey Road  
Houma, Louisiana 70360

*Certified public Accountants  
(A Professional Corporation)*

Ph. (985) 851-3638  
Fax (985) 851-3951

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

To the Board of Commissioners  
Bayou Cane Fire Protection District  
Terrebonne Parish Consolidated Government  
Houma, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2024 through December 31, 2024. The management of Bayou Cane Fire Protection District is responsible for those C/C areas identified in the SAUPs.

The Bayou Cane Fire Protection District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2024 through December 31, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

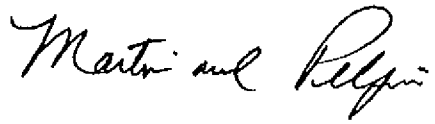
The procedures and associated findings are described on pages 42-60.

We were engaged by the Bayou Cane Fire Protection District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, 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.

We are required to be independent of Bayou Cane Fire Protection District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.



This report is intended 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.

A handwritten signature in cursive script, appearing to read "Martin and Kelly".

Houma, Louisiana  
May 14, 2025

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

The required procedures and our findings are as follows:

Procedures performed on the District's written policies and procedures:

**Written Policies and Procedures**

1. Obtain and inspect the District's written policies and procedures and observe whether they address each of the following categories and subcategories, as applicable:

- a. Budgeting, including preparing, adopting, monitoring, and amending the budget

Performance: Obtained and read the written policy for budgeting and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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

Performance: Obtained and read the written policy for purchasing and found it to contain all requirements above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c. Disbursements, including processing, reviewing, and approving

Performance: Obtained and read the written policy for disbursements and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d. Receipts/Collections, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions

Performance: Obtained and read the written policy for receipts/collections and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

- e. Payroll/Personnel, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

Performance: Obtained and read the written policy for payroll and personnel and found it to contain all requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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

Performance: Obtained and read the written policy related to contracting and found it to contain the requirements except for those listed below.

Exceptions: The types of services were not listed in the policy; only the dollar amounts were included. The use of legal review was also not included.

Management's response: The types of services requiring contracts and the use of legal review will be added to the written policy.

- 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 of statements, and (5) monitoring card usage

Performance: Obtained and read the written policy related to credit cards and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- h. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

Performance: Obtained and read the travel and expense reimbursement policy and found it contained all requirements except for those listed below.

Exceptions: Dollar thresholds by category of expense are not disclosed. The policy mentions that meals shall be reimbursed to employees while traveling out of town on any business forum in an amount not to exceed the Internal Revenue Service per diem rates. Mileage reimbursement is not discussed in the policy.

Management's response: Management will consider adding dollar thresholds and mileage reimbursement to the written policy.

- 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) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

Performance: Obtained and read the written policy related to ethics and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- j. Debt Service, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Performance: Inquired management of its written policy for debt service.

Exceptions: There were no written policies available.

Management's response: Management will adopt policies for debt service.

- k. Information Technology 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.

Performance: Obtained and read the written policy for information technology disaster recovery/business continuity and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- l. Prevention of Sexual Harassment, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Performance: Obtained and read the written policy for sexual harassment and found it to contain all requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Board or Finance Committee**

2. Obtain and inspect all of the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

Performance: Determined that the board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent.

Exceptions: No exceptions were noted.

Management's response: Not applicable.

- b) Observe that the minutes referenced or included budget-to-actual comparisons for the general fund.

Performance: Determined whether the minutes referenced or included monthly budget-to-actual comparisons.

Exceptions: No exceptions were noted.

Management's response: Not applicable.

- c) Obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Performance: Determined that the District did not have a negative unassigned fund balance in its general fund.

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Performance: Determined that there were no audit findings requiring resolution to be communicated to the board.

**Bank Reconciliations**

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select four additional accounts (or all accounts if less than five). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Performance: Obtained the listing of bank accounts from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

## **Bayou Cane Fire Protection District**

### **Houma, Louisiana**

#### **Schedule of Procedures and Associated Findings of the**

#### **Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

- a) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date;

Performance: Determined that bank statements were reconciled within two months of the related statement closing date.

Exceptions: While the main bank account was reconciled in the proper timeframe, it was determined that two bank accounts were not reconciled timely due to insignificant activity.

Management's response: All bank accounts will be reconciled every month within two months of the statement closing date.

- b) Bank reconciliations include written evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged);

Performance: Inspected documentation for management approvals of each randomly selected bank reconciliation.

Exceptions: There was no evidence of the bank reconciliations being reviewed.

Management's response: The Fire Chief will timely review the bank reconciliations each month and give evidence that he has done so.

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date.

Performance: Determined whether there were any items outstanding for more than 12 months on the bank reconciliations selected for testing.

Exceptions: Two of the reconciliations selected had items outstanding for more than 12 months.

Management's response: Management will investigate the items that have been outstanding for more than 12 months.

### **Collections**

The Louisiana Legislative Auditor has allowed for a two-year testing cycle with regard to Statewide Agreed-Upon Procedures. Under this testing cycle, entities subject to the SAUPs may exclude certain categories in Year 2 (2024) if: (1) the audit was submitted timely in Year 1 (2023), and (2) the category had no exceptions in Year 1. As Bayou Cane Fire Protection District had no exceptions in its collections category in 2023, this section has been excluded from testing in 2024.

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 five deposit sites (or all deposit sites if less than five).

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

Performance: Observed the listing of deposit sites from management and received management's representation in a separate letter.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

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, obtain and inspect written policies and procedures relating to employee job duties at each collection location, and observe that job duties are properly segregated at each collection location, and observe that job duties are properly segregated at each collection location such that:

Performance: Observed the listing of collection locations from management and received management's representation in a separate letter.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

- a) Employees responsible for cash collections do not share cash drawers/registers.

Performance: Determined that no cash drawers/registers are shared by employees.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

- b) Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation to the deposit.

Performance: Inspected policy manual and inquired of client to ensure separation of duties for those employees collecting cash and those employees preparing/making bank deposits.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

- 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.

Performance: Inspected policy manual and inquired of client to ensure separation of duties for those employees collecting cash and those employees posting collection entries to the general ledger or subsidiary ledgers.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

- d) The employee responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source, is not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Performance: Inspected policy manual and inquired of client to ensure separation of duties for those employees collecting cash and those employees reconciling cash collections to the general ledger and/or subsidiary ledgers.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was enforced during the fiscal period.

Performance: Inspected policy manuals and inquired of client to determine if employees with access to cash are covered by a bond or insurance policy.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

- 7. Randomly select two deposit dates for each of the bank accounts selected for procedure #3 under "Bank Reconciliations" above. Obtain supporting documentation for each of the deposits and:

- a) Observe that receipts are sequentially pre-numbered.

Performance: Determined that sequentially pre-numbered receipts are not required for the types of deposits that are received at the District.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

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

Performance: Inspected deposits from two random deposit dates to determine if they had collection documentation that agreed to the respective deposit slips. Noted that collections were supported by adequate documentation.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

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

Performance: Inspected deposits from two random deposit dates to determine if the deposit slips agreed to the actual deposits per the bank statements.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.



**Bayou Cane Fire Protection District**  
**Houma, Louisiana**  
Schedule of Procedures and Associated Findings of the  
Statewide Agreed-Upon Procedures  
Year Ended December 31, 2024

- d) Observe that the deposit was made within one business day of receipt at the collection location.

Performance: Determined if deposits from two random dates were deposited within one business day of receipt.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

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

Performance: Inspected deposits from two random deposit dates to determine if the deposits per the bank statements agree to the general ledger.

Note: As discussed on page 46, the collections category has been excluded from testing in 2024.

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

The Louisiana Legislative Auditor has allowed for a two-year testing cycle with regard to Statewide Agreed-Upon Procedures. Under this testing cycle, entities subject to the SAUPs may exclude certain categories in Year 2 (2024) if: (1) the audit was submitted timely in Year 1 (2023), and (2) the category had no exceptions in Year 1. As Bayou Cane Fire Protection District had no exceptions in its non-payroll disbursements category in 2023, this section has been excluded from testing in 2024.

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

Performance: Obtained a listing of locations that processed payments for the fiscal period from management and received management's representation in a separate letter. Determined that only one location processed payments.

Note: As discussed above, the non-payroll disbursements category has been excluded from testing in 2024.

- 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, 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 or making the purchase.

**Bayou Cane Fire Protection District**  
**Houma, Louisiana**  
Schedule of Procedures and Associated Findings of the  
Statewide Agreed-Upon Procedures  
Year Ended December 31, 2024

Performance: Obtained a listing of those employees involved with non-payroll purchasing and payment functions along with written policies and procedures for those functions to determine if there was a proper segregation of duties for initiating, approving, and making purchases.

Note: As discussed on page 49, the non-payroll disbursements category has been excluded from testing in 2024.

- b) At least two employees are involved in processing and approving payments to vendors.

Performance: Obtained a listing of those employees involved with non-payroll purchasing and payment functions along with written policies and procedures for those functions to determine if there was a proper segregation of duties for processing and approving payments to vendors.

Note: As discussed on page 49, the non-payroll disbursements category has been excluded from testing in 2024.

- 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.

Performance: Inspected policy manual and inquired of management as to separation of duties related to vendor files.

Note: As discussed on page 49, the non-payroll disbursements category has been excluded from testing in 2024.

- 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.

Performance: Inquired of management to determine if the employee responsible for processing payments mails those respective payments.

Note: As discussed on page 49, the non-payroll disbursements category has been excluded from testing in 2024.

- e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Performance: Inquired of management to determine if only employees/officials authorized to sign checks approve electronic disbursement of funds.

Note: As discussed on page 49, the non-payroll disbursements category has been excluded from testing in 2024.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

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 five disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe that the disbursement matched the related original itemized invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

Performance: Determined that the five random disbursements matched their respective original invoices and that the invoices indicate that deliverables were received by the entity.

Note: As discussed on page 49, the non-payroll disbursements category has been excluded from testing in 2024.

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

Performance: Determined whether the documentation for the five random disbursements gave evidence of the segregation of duties tested under #9 above.

Note: As discussed on page 49, the non-payroll disbursements category has been excluded from testing in 2024.

11. Using the entity's main operating accounts and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

Performance: Determined whether the documentation for the five random disbursements gave evidence of the disbursements being appropriately approved.

Note: As discussed on page 49, the non-payroll disbursements category has been excluded from testing in 2024.

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

The Louisiana Legislative Auditor has allowed for a two-year testing cycle with regard to Statewide Agreed-Upon Procedures. Under this testing cycle, entities subject to the SAUPs may exclude certain categories in Year 2 (2024) if: (1) the audit was submitted timely in Year 1 (2023), and (2) the category had no exceptions in Year 1. As Bayou Cane Fire Protection District had no exceptions in its credit cards/debit cards/fuel cards/P-cards category in 2023, this section has been excluded from testing in 2024.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

12. 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.

Performance: Observed the listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) from management and received management's representation in a separate letter.

Note: As discussed on page 51, the credit cards/debit cards/fuel cards/P-cards category has been excluded from testing in 2024.

13. Using the listing prepared by management, randomly select five cards (or all cards if less than five) 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 was reviewed and approved, in writing, by someone other than the authorized card holder.

Performance: Observed written approvals of credit card transactions on monthly statements.

Note: As discussed on page 51, the credit cards/debit cards/fuel cards/P-cards category has been excluded from testing in 2024.

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

Procedures: Traced selected credit card statements to determine if any finance charges or late fees were applied to balances.

Note: As discussed on page 51, the credit cards/debit cards/fuel cards/P-cards category has been excluded from testing in 2024.

14. Using the monthly statements or combined statements selected under #13 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. 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.

Performance: Observed whether randomly selected credit card transactions were supported by the requirements listed above.

Note: As discussed on page 51, the credit cards/debit cards/fuel cards/P-cards category has been excluded from testing in 2024.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

**Travel and Travel-Related Expense Reimbursements (excluding card transactions)**

The Louisiana Legislative Auditor has allowed for a two-year testing cycle with regard to Statewide Agreed-Upon Procedures. Under this testing cycle, entities subject to the SAUPs may exclude certain categories in Year 2 (2024) if: (1) the audit was submitted timely in Year 1 (2023), and (2) the category had no exceptions in Year 1. As Bayou Cane Fire Protection District had no exceptions in its travel and travel-related expense reimbursements category in 2023, this section has been excluded from testing in 2024.

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select five reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

Performance: Obtained a list of all travel and related expense reimbursements. Management's representation of the listing was confirmed in a separate letter.

Note: As discussed above, the travel and travel-related expense reimbursements category has been excluded from testing in 2024.

- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

Performance: Traced respective travel expenses to the approved General Services Administration per diem rates.

Note: As discussed above, the travel and travel-related expense reimbursements category has been excluded from testing in 2024.

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Performance: Traced respective expenses to original itemized receipts, expense reports, and mileage reports.

Note: As discussed above, the travel and travel-related expense reimbursements category has been excluded from testing in 2024.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

Performance: Reviewed documentation of the business/public purpose for each expense.

Note: As discussed above, the travel and travel-related expense reimbursements category has been excluded from testing in 2024.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the  
Statewide Agreed-Upon Procedures  
Year Ended December 31, 2024**

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Performance: Inspected each expense reimbursement request to find approval by supervisors and/or board member.

Note: As discussed on page 53, the travel and travel-related expense reimbursements category has been excluded from testing in 2024.

**Contracts**

The Louisiana Legislative Auditor has allowed for a two-year testing cycle with regard to Statewide Agreed-Upon Procedures. Under this testing cycle, entities subject to the SAUPs may exclude certain categories in Year 2 (2024) if: (1) the audit was submitted timely in Year 1 (2023), and (2) the category had no exceptions in Year 1. As Bayou Cane Fire Protection District had no exceptions in its contracts category in 2023, this section has been excluded from testing in 2024.

- 16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select five contracts (or all contracts if less than five) from the listing, excluding the practitioner's contract, and:
  - a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law, if required by law.
  - b) Observe whether the contract was approved by the governing body/board, if required by policy or law.
  - c) If the contract was amended, observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms.
  - d) Randomly select one payment from the fiscal period for each of the five contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Performance: Performed procedures 16 through 16d for five of the District's contracts in effect during the fiscal year.

Note: As discussed above, the contracts category has been excluded from testing in 2024.

## **Bayou Cane Fire Protection District**

### **Houma, Louisiana**

Schedule of Procedures and Associated Findings of the  
Statewide Agreed-Upon Procedures  
Year Ended December 31, 2024

#### **Payroll and Personnel**

The Louisiana Legislative Auditor has allowed for a two-year testing cycle with regard to Statewide Agreed-Upon Procedures. Under this testing cycle, entities subject to the SAUPs may exclude certain categories in Year 2 (2024) if: (1) the audit was submitted timely in Year 1 (2023), and (2) the category had no exceptions in Year 1. As Bayou Cane Fire Protection District had no exceptions in its payroll and personnel category in 2023, this section has been excluded from testing in 2024.

17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select five employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Performance: Observed the listing of employees and received management's representation of completeness in a separate letter.

Note: As discussed above, the payroll and personnel category has been excluded from testing in 2024.

18. Randomly select one pay period during the fiscal period. For the five employees or officials selected under #17 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees or officials documented their daily attendance and leave.

Performance: Determined that all selected employees documented their daily attendance and leave for the selected pay period.

Note: As discussed above, the payroll and personnel category has been excluded from testing in 2024.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Performance: Determined that the attendance and leave of each employee for the selected pay period was approved by each employee's respective supervisor.

Note: As discussed above, the payroll and personnel category has been excluded from testing in 2024.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

Performance: Determined that any leave taken during the pay period is reflected in the entity's cumulative leave records.

Note: As discussed above, the payroll and personnel category has been excluded from testing in 2024.

## **Bayou Cane Fire Protection District**

### **Houma, Louisiana**

#### **Schedule of Procedures and Associated Findings of the Statewide Agreed-Upon Procedures Year Ended December 31, 2024**

- d) Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Performance: Determined that the rates paid to the employees/officials agree to the authorized rates found in each personnel's file.

Note: As discussed on page 55, the payroll and personnel category has been excluded from testing in 2024.

19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Performance: Obtained management's representation of terminated employees who received termination payments in a separate letter. Randomly tested two of the former employees and their respective payments by calculating hours and pay rates, comparing to cumulative leave records, reviewing personnel files, and reviewing the entity's policy.

Note: As discussed on page 55, the payroll and personnel category has been excluded from testing in 2024.

20. Obtain management's representation that employer and employee portions of third-party payroll-related amounts have been paid, and any associated forms have been filed, by required deadlines.

Performance: Obtained management's representation in a separate letter that employer and employee portions of third-party payroll-related amounts have been paid, and any associated forms have been filed, by required deadlines.

Note: As discussed on page 55, the payroll and personnel category has been excluded from testing in 2024.

## **Ethics**

The Louisiana Legislative Auditor has allowed for a two-year testing cycle with regard to Statewide Agreed-Upon Procedures. Under this testing cycle, entities subject to the SAUPs may exclude certain categories in Year 2 (2024) if: (1) the audit was submitted timely in Year 1 (2023), and (2) the category had no exceptions in Year 1. As Bayou Cane Fire Protection District had no exceptions in its ethics category in 2023, this section has been excluded from testing in 2024.



**Bayou Cane Fire Protection District****Houma, Louisiana****Schedule of Procedures and Associated Findings of the****Statewide Agreed-Upon Procedures****Year Ended December 31, 2024**

21. Using the employees/officials from procedure #17 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Performance: Observed the ethics course completion certificates for the employees/officials tested.

Note: As discussed on page 56, the ethics category has been excluded from testing in 2024.

- b) Observe that the entity maintains documentation which demonstrates each employee and official was notified of any changes to the entity's policy during the fiscal period, as applicable.

Performance: Determined that there were no changes to the ethics policy during the fiscal period.

Note: As discussed on page 56, the ethics category has been excluded from testing in 2024.

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Performance: Inquired as to whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Note: As discussed on page 56, the ethics category has been excluded from testing in 2024.

**Debt Service**

The Louisiana Legislative Auditor has allowed for a two-year testing cycle with regard to Statewide Agreed-Upon Procedures. Under this testing cycle, entities subject to the SAUPs may exclude certain categories in Year 2 (2024) if: (1) the audit was submitted timely in Year 1 (2023), and (2) the category had no exceptions in Year 1. As Bayou Cane Fire Protection District had no exceptions in its debt category in 2023, this section has been excluded from testing in 2024.

23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

Performance: Determined that no new debt had been issued during the fiscal period and received management's representation of completeness in a separate letter.

Note: As discussed above, the debt category has been excluded from testing in 2024.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

Performance: Obtained a listing of the outstanding debt at the end of the fiscal period and received management's representation of completeness in a separate letter. Inspected debt covenants, obtained supporting documentation for the balance and payments, and agreed the actual balance and payments to the required debt covenants.

Note: As discussed on page 57, the debt category has been excluded from testing in 2024.

**Fraud Notice**

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Performance: Inquired of management of any misappropriations of public funds or assets and determined that none were noted.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

26. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Performance: Inquired and observed such notice posted on the premises and website.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Information Technology Disaster Recovery/Business Continuity**

27. Perform the following procedures:

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup (1) occurred within the past week, (2) was not stored on the government's local server or network, and (3) was encrypted.

**Bayou Cane Fire Protection District  
Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the  
Statewide Agreed-Upon Procedures  
Year Ended December 31, 2024**

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past three months.
  - c) Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select five computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting software in use are currently supported by the vendor.
28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.
29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
- a) Hired before June 9, 2020 – completed the training; and
  - b) Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

Performance – We performed the procedures and discussed the results with management.

**Prevention of Sexual Harassment**

The Louisiana Legislative Auditor has allowed for a two-year testing cycle with regard to Statewide Agreed-Upon Procedures. Under this testing cycle, entities subject to the SAUPs may exclude certain categories in Year 2 (2024) if: (1) the audit was submitted timely in Year 1 (2023), and (2) the category had no exceptions in Year 1. As Bayou Cane Fire Protection District had no exceptions in its prevention of sexual harassment category in 2023, this section has been excluded from testing in 2024.

30. Using the five randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Performance: Observed that the employees/officials tested received one hour of the sexual harassment training during 2024.

Note: As discussed above, the prevention of sexual harassment category has been excluded from testing in 2024.

**Bayou Cane Fire Protection District**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2024**

31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website.

Performance: Inquired and observed such policy posted on the website.

Note: As discussed above, the prevention of sexual harassment category has been excluded from testing in 2024.

32. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that it includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

Performance: Observed that the annual sexual harassment report was completed for the current year before February 1, 2025 and included the applicable requirements of R.S. 42:344.

Note: As discussed above, the prevention of sexual harassment category has been excluded from testing in 2024.