

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Annual Financial Statements

JUNE 30, 2018

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY

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## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

The Board of Commissioners  
Webster Parish Fire Protection District #7  
Dixie Inn, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and the special revenue fund of the Webster Parish Fire Protection District #7, a component unit of the Webster Parish Policy Jury, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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

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

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services issued by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### **Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

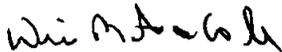
## Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Budget Comparison Schedule on page 19 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the representation of management. We have not audited or reviewed such required supplementary information, and accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on it.

The Webster Parish Fire Protection District #7 has not presented management's discussion and analysis information that the Government Accounting Standards Board has determined is required to supplement, although not required to part of, the basic financial statements.

Accounting principles generally accepted in the United States of America require that the Schedule of Compensation Paid Board Members and the Schedule of Compensation, Benefits and other Payments to Agency Head on page 23 to 24 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the responsibility of management. We have not audited or reviewed such required supplementary information, and accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated February 19, 2019 on the results of our agreed-upon procedures.



Minden, LA  
February 19, 2019

BASIC FINANCIAL STATEMENTS

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
 WEBSTER PARISH POLICE JURY  
 DIXIE INN, LOUISIANA

Statement of Net Position  
 June 30, 2018

	Governmental Activities
<b>ASSETS</b>	
Cash	\$ 381,954
Deposit	95
Capital assets (net)	1,255,251
 Total assets	 \$ 1,637,300
<b>LIABILITIES</b>	
Cash overdraft	\$ 4,838
Accounts and other payables	12,237
Long term debt Due within one year	93,402
Total Current Liabilities	110,477
Noncurrent liabilities:	
Due in more than one year	512,510
 Total liabilities	 \$ 622,987
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	\$ 649,339
Restricted for:	
Debt service	72,053
Unrestricted	292,921
 Total net position	 \$ 1,014,313

The accompanying notes are an integral part of this statement.

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
 WEBSTER PARISH POLICE JURY  
 DIXIE INN, LOUISIANA

Statement of Activities  
 For the year ended June 30, 2018

	Net (Expenses)
<b>Governmental activities:</b>	
Public safety - fire protection	\$ (317,530)
Interest on long term debt	<u>(21,955)</u>
Total governmental activities	(339,485)
 General revenues:	
Ad valorem taxes	287,688
Intergovernmental	17,716
Interest	1,040
Miscellaneous income	<u>1,768</u>
Total general revenues	<u>308,212</u>
 Change in net position	(31,273)
 Net position - beginning	<u>1,045,585</u>
 Net position - ending	<u><u>\$ 1,014,312</u></u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
 WEBSTER PARISH POLICE JURY  
 DIXIE INN, LOUISIANA

Governmental Fund  
 Balance Sheet  
 June 30, 2018

	Special Revenue Fund
<b>ASSETS</b>	
Cash	\$ 381,954
Deposit	95
Total assets	\$ 382,049
<b>LIABILITIES AND FUND EQUITY</b>	
Liabilities:	
Cash overdraft	\$ 4,838
Accounts payable	1,606
Accrued interest payable	8,711
Protested taxes payable	1,920
Total liabilities	17,075
Fund equity:	
Fund balances -	
Unassigned	364,974
Total fund equity	364,974
Total liabilities and fund equity	\$ 382,049

The accompanying notes are an integral part of this statement.

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
 WEBSTER PARISH POLICE JURY  
 DIXIE INN, LOUISIANA

Reconciliation of the Governmental Fund Balance Sheet  
 to the Government-Wide Financial Statement of Net Position

June 30, 2018

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

Fund Balance, Total Governmental Fund (Statement C)	\$ 364,974
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund	
Capital assets, net	1,255,251
Long-term liabilities including bonds payable are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Capital lease payable	(220,912)
General obligation bonds payable	<u>(385,000)</u>
Net Position of Governmental Activities (Statement A)	<u>\$ 1,014,313</u>

The accompanying notes are an integral part of this statement.

## WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7

## DIXIE INN, LOUISIANA

Governmental Fund  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the year ended June 30, 2018

	Special Revenue Fund
<b>REVENUES</b>	
Ad valorem taxes	\$ 287,688
Interest	1,040
Intergovernmental revenues - Webster Parish Police Jury	17,716
Miscellaneous income	1,768
Total revenues	<u>308,212</u>
<b>EXPENDITURES</b>	
Current - general government:	
Building & grounds	16,329
Communications	5,241
General operations	82,342
Fire services	23,612
Truck maintenance	17,215
Recruitment & retention	750
Training	10,490
Bond service fees and election expenses	200
Capital Outlay	140,200
Debt service	
Principal	257,153
Interest	21,956
Total expenditures	<u>575,488</u>
Deficiency of expenditures over revenues	<u>(267,276)</u>
Net change in fund balance	(267,276)
Fund balance at beginning of year	<u>632,250</u>
Fund balance at end of year	<u>\$ 364,974</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
 WEBSTER PARISH POLICE JURY  
 DIXIE INN, LOUISIANA

Reconciliation of the Statement of Revenues, Expenditures, and  
 Changes in Fund Balance of the Governmental Fund to the  
 Statement of Activities

For the Year Ended June 30, 2018

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

Net Change in Fund Balance, Governmental Fund (Statement E)	\$ (267,276)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	(21,151)
Capital lease payment shown as expenditures in governmental funds	32,154
Bond principal payments shown as expenditures in governmental funds	<u>225,000</u>
Change in Net Position of Governmental Activities (Statement B)	<u>\$ (31,273)</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Notes to Financial Statements  
As of and for the year ended June 30, 2018

## INTRODUCTION

The Webster Parish Fire Protection District No. 7 was created by resolution of the Webster Parish Police Jury in 1988. The District began collecting ad valorem taxes in January 1990. The District board consists of five members. Two members are appointed by the Webster Parish Police Jury, two members are appointed by the Village of Dixie Inn and the fifth member is appointed by the other four members and is the chairman of the District.

GASB Statement No. 14, The Reporting Entity, established criteria for determining the governmental reporting entity and component units should be included within the reporting entity. Under the provisions of this statement, the District is considered a component unit of the Webster Parish Police Jury. The police jury is financially accountable for the District because it appoints a voting majority of the board and has the ability to impose its will on them.

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

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### BASIS OF PRESENTATION

The accompanying financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The District presents its financial statements under the reporting model required by the Governmental Accounting Standards Board Statement No. 34. This new standard provides for significant changes in terminology, recognition of contributions in the Statement of Revenues, Expenses and Changes in Net Assets, inclusion of a budgetary comparison as supplementary information and other changes.

#### A. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
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Notes to Financial Statements  
As of and for the year ended June 30, 2018

of the Webster Parish Fire Protection District No. 7 (District). For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. The major individual governmental fund, which is the general fund, is reported in the fund financial statements.

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Although most expenditures are recorded when a liability is incurred, as under accrual accounting, the measurement focus of a governmental fund significantly affects what items are to be considered expenditures in the governmental fund. Expenditures, and the related liabilities, are accrued when they are expected to be paid out of revenues recognized during the current period. However, debt service

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
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Notes to Financial Statements  
As of and for the year ended June 30, 2018

expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes and interest associated with the current fiscal period are all considered susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessment receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when the government receives cash.

The District reports the following major governmental fund:

The Special Revenue Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**C. CASH AND INVESTMENTS**

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

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

**D. CAPITAL ASSETS**

Capital assets, which include property, plant and equipment, are reported in the governmental activities in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$2,500 or more for capitalizing capital assets. Major outlays for capital assets and improvements are capitalized as projects are constructed.

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Notes to Financial Statements  
As of and for the year ended June 30, 2018

The costs of normal maintenance and repairs that do not add to the value of fixed assets or materially extend useful lives are not capitalized.

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

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

**E. ESTIMATES**

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

**2. BUDGETS**

The district uses the following budget practices:

- A. The District prepares a proposed budget and submits it to the Board of Commissioners in May prior to the beginning of each fiscal year.
- B. A summary of the proposed budget is presented and the public notified that the proposed budget is available for public inspection (if required). At the same time, a public hearing is called.
- C. A public meeting is held on the proposed budget as noted in the public meeting postings.
- D. After the holding of the public meeting and completion of all action necessary to finalize and implement the budget, the budget is adopted by the Board of Commissioners prior to the commencement of the fiscal year for which the budget is being adopted.

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WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Notes to Financial Statements  
As of and for the year ended June 30, 2018

- E. Budgetary amendments involving the transfer of funds from one department, program or function to another as a result of expenditures exceeding budgeted amounts and revenues lower than budgeted amounts require the approval of the board of commissioners.
- F. Budgetary appropriations lapse at the end of the fiscal year.
- G. The budget for the general fund was adopted on a cash basis.

**3. CASH AND CASH EQUIVALENTS**

At June 30, 2018, the District has book balances totaling \$377,116 as follows:

Demand deposits	\$ 2,850
Interest-bearing deposits	<u>374,266</u>
Total	\$ <u>377,116</u>

These deposits are stated at cost, which approximates market. Under state law, these bank balances must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of pledged securities plus the federal deposit insurance must at all times at least equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2018, the District has \$384,432 in collected bank balances. The deposits are secured from risk by \$260,706 of federal deposit insurance and \$166,318 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

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

At June 30, 2018, one of the District's cash account was overdrawn by \$4,838. Total cash on the balance sheet/statement of net position does not include the overdrawn amount. It is shown on the balance sheet/statement of net position as cash overdraft.

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Notes to Financial Statements  
As of and for the year ended June 30, 2018

**4. LEVIED TAXES**

The following is a summary of authorized and levied ad valorem taxes for the year ended June 30, 2018:

	2017 Levied <u>Millage</u>
District taxes:	
Bond	4.20
Operations and maintenance	14.93
 Taxable property valuation	 \$15,364,286

Taxes are assessed on a calendar year basis. Taxes are billed to taxpayers in November, become due on December 31 each year, and become delinquent on January 1 of the following year.

**5. ACCOUNTS AND OTHER PAYABLES**

The payables of \$12,237 at June 30, 2018, are as follows:

Accounts payable	1,606
Accrued Interest Payable	8,711
Protested taxes payable	<u>1,920</u>
Total	<u>\$ 12,237</u>

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
 WEBSTER PARISH POLICE JURY  
 Dixie Inn, Louisiana

Notes to Financial Statements  
 As of and for the year ended June 30, 2018

**6. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended June 30, 2018, for the District is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets being depreciated				
Buildings	\$ 618,993	\$ 13,333	\$ -	\$ 632,326
Machinery & equipment	705,233	-	-	705,233
Vehicles & Equipment	<u>1,706,653</u>	<u>126,867</u>	<u>-</u>	<u>1,833,520</u>
Total capital assets being depreciated	3,030,879	140,200	-	3,171,079
Less accumulated depreciation for:				
Buildings	(154,518)	(17,561)	-	(172,079)
Machinery & equipment	(431,069)	(57,986)	-	(489,055)
Vehicles & Equipment	<u>(1,168,891)</u>	<u>(85,803)</u>	<u>-</u>	<u>(1,254,694)</u>
Total accumulated depreciation	<u>(1,754,478)</u>	<u>(161,350)</u>	<u>-</u>	<u>(1,915,827)</u>
Total capital assets being depreciated, net	<u>1,276,401</u>	<u>(21,150)</u>	<u>-</u>	<u>1,255,251</u>
Governmental activities capital assets, net	\$ <u>1,276,401</u>	\$ <u>(21,150)</u>	\$ <u>-</u>	\$ <u>1,276,401</u>

Depreciation expense of \$161,350 was charged to the public safety function.

**7. LONG-TERM OBLIGATION**

The following is a summary of the change in long-term debt for the year ended June 30, 2018:

	General <u>2014</u>	GOB <u>2005</u>
<u>Governmental Activities</u>		
Balance July 1, 2017	\$ 440,000	170,000
Additions	-	-
Deletions	<u>55,000</u>	<u>170,000</u>
Balance June 30, 2018	\$ <u>385,000</u>	<u>-</u>
Due within one year	\$ 60,000	

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WEBSTER PARISH POLICE JURY  
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Notes to Financial Statements  
As of and for the year ended June 30, 2018

On November 3, 2005, the District issued \$640,000 of general obligation bonds.

On March 21, 2014, the District issued \$600,000 of 10 year general obligation bonds. Principal of the Bonds is payable at the principal corporate trust office of Sabine State Bank & Trust Company. Interest on the Bonds is payable semiannually on March 1<sup>st</sup> and September 1<sup>st</sup> of each year, commencing March 1, 2014, by check mailed to the registered owner. Interest is variable between .35% and 3.5%. The Bonds are in varying denominations.

The Bonds are secured by and payable from unlimited *ad valorem* taxation. The Bonds are being issued for the purpose of acquiring, constructing and improving buildings, machinery and equipment, including both real and personal property, title to which shall be in the public, to be used in giving fire protection to the property in the Issuer, said Bond having been authorized at an election held on November 16, 2013.

Interest expense paid during 2018 for debt service on bonds totaled \$12,126. The following is a schedule of future debt service payments.

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
 WEBSTER PARISH POLICE JURY  
 Dixie Inn, Louisiana

Notes to Financial Statements  
 As of and for the year ended June 30, 2018

**Webster Parish Fire District #7  
 Schedule of Future Bond Payments  
 6/30/2018**

<u>Year</u>	<u>Principal Due</u>	<u>Interest Due</u>	<u>Total Debt Service</u>
2019	\$60,000.00	\$10,525.00	\$70,525.00
2020	60,000.00	9,325.00	69,325.00
2021	65,000.00	7,975.00	131,815.00
2022	65,000.00	6,350.00	72,975.00
2023	65,000.00	4,562.50	69,562.50
2024	<u>70,000.00</u>	<u>2,450.00</u>	<u>72,450.00</u>
Total	<b><u>\$385,000.00</u></b>	<b><u>\$41,187.50</u></b>	<b><u>\$676,745.00</u></b>

**8. CAPITAL LEASE**

The District records items under capital leases as an asset and an obligation in the accompanying Statement of Net Position.

The District has one capital lease for a tanker with an original gross cost of \$342,492 with an interest rate of 3.884%. The future minimum lease payments are as follows:

	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	33,402.42	8,580.24	41,982.66
2020	34,699.77	7,282.89	41,982.66
2021	36,047.51	5,935.15	41,982.66
2022	37,447.60	4,535.06	41,982.66
2023	38,902.06	3,080.60	41,982.66
Thereafter	<u>40,413.06</u>	<u>1,569.60</u>	<u>41,982.66</u>
Total	<b><u>\$ 220,912.42</u></b>	<b><u>\$ 30,983.54</u></b>	<b><u>\$ 251,895.96</u></b>

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Notes to Financial Statements  
As of and for the year ended June 30, 2018

**9. CONTINGENT LIABILITIES**

At June 30, 2018, there was no litigation pending against the District.

**10. RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District attempts to minimize risk from significant losses through the purchase of insurance.

**11. ACCOUNTING AND REPORTING FOR PENSIONS**

Statement No. 68, Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27 establishes standards of accounting and financial reporting for defined benefit pensions and defined contribution pensions provided to employees of state and local governmental employers through pension plans that are administered through trusts or equivalent arrangements. This Statement establishes standards for measuring and recognizing pension liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. For the year ended June 30, 2018, the District was not subject to GASB 68 since it had no employees.

**12. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through February 19, 2019. This date represents the date the financial statements were available to be issued.

**REQUIRED SUPPLEMENTAL INFORMATION**

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
 WEBSTER PARISH POLICE JURY  
 DIXIE INN, LOUISIANA

Governmental Fund Type - Special Revenue Fund  
 Statement of Revenues, Expenditures and Changes in  
 Fund Balance - Budget (Cash Basis) and Actual  
 For the Year Ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance
	<u>Original</u>	<u>Final</u>		<u>Favorable (Unfavorable)</u>
Revenues:				
Ad valorem taxes	\$ 342,000	\$ 330,950	\$ 277,319	\$ (53,631)
Intergovernmental -				
Webster Parish Police Jury	-	-	17,716	17,716
Interest & Misc Income	-	-	2,886	2,886
Total revenues	<u>342,000</u>	<u>330,950</u>	<u>297,921</u>	<u>(33,029)</u>
Expenditures:				
General operations	60,000	74,600	75,313	(713)
Fire services	32,300	28,300	24,572	3,728
Recruitment & retention	2,500	750	750	-
Communications	5,000	5,300	5,256	44
Training & supplies	40,000	17,800	24,094	(6,294)
Truck maintenance	22,000	19,200	16,519	2,681
Bond payments, Interest & Fees	-	-	240,637	(240,637)
Buildings & grounds	13,200	16,000	15,964	36
Truck Payment	42,000	42,000	41,983	17
Capital Outlay -	125,000	127,000	126,867	133
Total expenditures	<u>342,000</u>	<u>330,950</u>	<u>571,955</u>	<u>(241,138)</u>
Deficiency of expenditures over revenues	-	-	(274,034)	(274,167)
Fund balance at beginning of year	<u>651,148</u>	<u>651,148</u>	<u>651,148</u>	<u>-</u>
Fund balance at end of year	<u>\$ 651,148</u>	<u>\$ 651,148</u>	<u>\$ 377,114</u>	<u>\$ (274,167)</u>

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
DIXIE INN, LOUISIANA

Note to Budgetary Comparison Schedule  
For the Year Ended June 30, 2018

The District's budget is adopted on the cash basis. There was one amendment to the budget. The schedule below reconciles the net change in fund balance on the budget basis with GAAP basis:

Net change in fund balance (budget basis)	\$ (274,034)
Adjustments	
Expenditure accruals - net	<u>6,758</u>
Net change in fund balance (GAAP basis)	<u>\$ (267,276)</u>

**OTHER REPORT**

# WISE, MARTIN & COLE, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

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

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

To the Members of the Board of Commissioners  
Webster Parish Fire Protection District No. 7  
Component Unit of Webster Parish Police Jury  
Dixie Inn, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Webster Parish Fire Protection District No. 7 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the District's compliance with certain laws and regulations during the year ended June 30, 2018 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### ***Public Bid Law***

1. Select all expenditures made during the year for material and supplies exceeding \$30,000 or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:227-2251 (the public bid law).

For the year ended June 30, 2018, we noted no expenditures for public works exceeding \$150,000. We noted expenditures for materials and supplies exceeding \$30,000. We examined documentation which indicated that materials and supplies were purchased under state contract

### ***Code of Ethics for Public Officials and Public Employees***

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:701-724 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list on all board members. The District had no employees.

3. Obtain from management a listing of all employees paid during the period under examination.

No employees for the period.

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

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

### ***Budgeting***

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

Management provided us with a copy of the original and amended budgets.

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

Budget adoption was traced to the minutes.

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

The actual revenues of the district were as budgeted. The actual expenditures exceeded budgeted expenditures by more than 5%. Though variances were more than 5%, state law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less.

### ***Accounting and Reporting***

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for six (6) selected disbursements and found that payment was for the proper amount and made to the correct payee.

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

All six payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities.

All six payments received proper approval.

### *Meetings*

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

The Webster Parish Fire Protection District No. 7 is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Although management has asserted that such documents were properly posted, we had no evidence supporting such assertion.

### *Debt*

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits, which appeared to be proceeds of bank loans, bonds, or like indebtedness.

### *Advances and Bonuses*

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees, which may constitute bonuses, advance, or gifts.

No employees for the fiscal year ending June 30, 2018.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Webster Parish Fire Protection District No. 7 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Minden, Louisiana  
February 19, 2019

OTHER SUPPLEMENTAL SCHEDULES

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Schedule of Compensation Paid Board Members  
For the Year Ended June 30, 2018

The following served on the Board of Commissioners without compensation:

Mike Burton	Chairman
Gary Greene	Commissioner
Mickey Chandler	Commissioner
Lori McGarity	Commissioner
Mike Griffith	Commissioner

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended June 30, 2018

Agency Head: Mike Burton, Chairman

Compensation, Benefits and Other Payments to Agency Head -0-

Compensation to Fire Chief- Brian Williams

Fire Pay	\$3,600
Training Pay	500
Reimbursements	<u>1,910</u>
Total	<u>6,010</u>

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Summary Schedule of Prior Year Findings  
As of and for the year ended June 30, 2018

2017-1 – Late filing

*Criteria* The audit law (Louisiana Revised Statute (R.S.) 24:513 and 24:514) establishes the due dates of local auditee reports: Audit, review/attestation, and compilation reports are due to the Louisiana Legislative Auditor (LLA) no later than six months after the local auditee's fiscal year end

*Condition:* The compilation was not filed with the Legislative Auditor within 6 months of year end.

*Cause:* Records were not given to CPA in time to complete within 6 months.

*Effect:* The district is not in compliance with state law.

*Recommendation:* Records should be turned over as soon as possible after yearend to allow CPA time to conduct engagement in accordance with a signed engagement letter

*Management response:* The fire district is aware of the financial filing requirement and will in the future ensure records are available in accordance with CPA engagement letter.

Resolution: Unresolved

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 7  
WEBSTER PARISH POLICE JURY  
Dixie Inn, Louisiana

Corrective Action Plan for Current Year Findings  
As of and for the year ended June 30, 2018

2018-1 – Late filing

*Criteria* The audit law (Louisiana Revised Statute (R.S.) 24:513 and 24:514) establishes the due dates of local auditee reports: Audit, review/attestation, and compilation reports are due to the Louisiana Legislative Auditor (LLA) no later than six months after the local auditee's fiscal year end

*Condition:* The compilation was not filed with the Legislative Auditor within 6 months of year end.

*Cause:* Records were not given to CPA until December 26. This was not in time to complete within 6 months.

*Effect:* The district is not in compliance with state law.

*Recommendation:* Records should be turned over as soon as possible after yearend to allow CPA time to conduct engagement in accordance with a signed engagement letter

*Management response:* The fire district is aware of the financial filing requirement and will in the future ensure records are available in accordance with CPA engagement letter.

Webster Parish (Dixie Inn) Fire District # 7

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
(For Attestation Engagements of Governmental Agencies)

11/15/18 (Date Transmitted)

Wise Martin & Gale (CPA Firm Name)

\_\_\_\_\_  
(CPA Firm Address)

\_\_\_\_\_  
(City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of \_\_\_\_\_ (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes [] No [ ]

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [] No [ ]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [] No [ ]

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes [] No [ ]

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [] No [ ]

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [] No [ ]

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes [] No [ ]

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [] No [ ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes [] No [ ]

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [] No [ ]

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [] No [ ]

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

*Late filing*

Yes [ ] No []

**General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [] No [ ]

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes [] No [ ]

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

Yes [] No [ ]

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes [] No [ ]

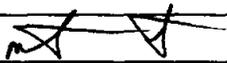
We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes [] No [ ]

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes [] No [ ]

The previous responses have been made to the best of our belief and knowledge.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
	President	<u>11/15/18</u>	Date