

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
PLAIN DEALING, LOUISIANA**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
DECEMBER 31, 2019**

**Marsha O. Millican**

**A Professional Accounting Corporation  
Shreveport, Louisiana**

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
PLAIN DEALING, LOUISIANA  
December 31, 2019**

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# Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Commissioners  
Bossier Parish Fire Protection District No. 7  
Plain Dealing, Louisiana

I have reviewed the accompanying financial statements of the governmental activities and major fund of Bossier Parish Fire Protection District No. 7, as of and for the year ended December 31, 2019, 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, I do not express such an opinion.

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

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

### **Accountant's Responsibility**

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am 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. I believe that the results of my procedures provide a reasonable basis for my conclusion.

### **Accountant's Conclusion**

Based on my review, I am 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 management's discussion and analysis on pages 3-7, the budgetary comparison - general fund on page 28, the schedule of the District's proportionate share of the net pension liability on page 29, and the schedule of district contributions - firefighters fund on page 30 be presented to supplement the basic financial statements. Such information, although not a required 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. I have not audited, reviewed, or compiled the required supplementary information and I do not express an opinion, a conclusion, nor provide any assurance on it.

### Supplementary Information

The supplementary information included in the accompanying schedule of compensation paid to members of the board of commissioners on page 31 and schedule of compensation, benefits, and other payments to agency head on page 32 are presented for purposes of additional analysis and are not a required part of the basic financial statements. I have reviewed the information and based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the information and, accordingly, do not express an opinion on such information.

A handwritten signature in cursive script that reads "Marsha O. Millican".

Certified Public Accountant  
June 26, 2020

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7**  
**P.O. BOX 420**  
**PLAIN DEALING, LOUISIANA 71064**

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**MANAGEMENT’S DISCUSSION AND ANALYSIS**

My discussion of the Bossier Parish Fire Protection District No. 7's annual financial performance provides an overview of the District's financial activities for the fiscal year ended December 31, 2019. Please read it in conjunction with the District’s financial statements, which follow this section.

The District is located at 718 West Palmetto Street in Plain Dealing, Louisiana. The District operates primarily with volunteers and seven employees.

**FINANCIAL HIGHLIGHTS**

Ad valorem tax revenues have allowed the district to hire more employees and purchase much needed supplies adding to the District’s ability to provide fire protection services.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The discussion and analysis is intended to serve as an introduction to the District’s basic financial statements. The District’s basic financial statements include three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains additional required supplementary information (budgetary schedules) in addition to the basic financial statements. These components are described below:

***Basic Financial Statements***

The basic financial statements include two kinds of financial statements that present different views of the District - the **Government-wide Financial Statements** and the **Fund Financial Statements**. These financial statements also include the **Notes to the Financial Statements** that explain some of the information in the financial statements and provide additional detail.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
DECEMBER 31, 2019**

**Government-wide Financial Statements**

The government-wide financial statements provide a broad view of the District's operations in a manner similar to a private-sector business. The statements provide both short-term and long-term information about the District's financial position, which assists users in assessing the District's economic condition at the end of the year. These statements are prepared using the economic resources measurement focus and the accrual basis of accounting similar to methods used by most businesses. These statements report all revenues and expenses connected with the year even if cash has not been received or paid. The government wide financial statements include two statements:

The *statement of net position* presents all of the District's assets, deferred inflows of resources, liabilities, and deferred outflows of resources. Over time, increases or decreases in the District's net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *statement of activities* presents information showing how the District's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Therefore, some revenues (such as uncollected property taxes) and some expenses that are reported in this statement will not result in cash flows until future years.

The government-wide financial statements can be found immediately following this discussion and analysis.

**Fund Financial Statements**

A Fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

*Governmental funds financial statements.* The services provided by the District are financed through governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources at the end of the year. Such information may be useful in evaluating the District's near-term financing requirements.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
DECEMBER 31, 2019**

**Fund Financial Statements (continued)**

These statements provide a detailed short-term view of the District's finances and assist in determining whether there will be adequate financial resources available to meet the current needs of the District.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, users may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and the governmental activities. These reconciliations are presented on the page immediately following each governmental financial statement.

The District has two governmental funds; both are considered major funds for presentation purposes. That is, each major fund is presented in a separate column in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances. The District's two governmental funds are: the General Fund and the Capital Projects Fund.

**FINANCIAL ANALYSIS OF THE ENTITY**

		<b>Statement of Net Position As of Year End</b>	
		<b>Governmental Activities</b>	
		<b>2019</b>	<b>2018</b>
<b>Current and other assets</b>		\$ 747,933	\$ 707,732
<b>Capital assets, net</b>		676,721	731,293
<b>Deferred outflows</b>		96,695	97,832
<b>Total Assets and deferred outflows</b>		<b>1,521,349</b>	<b>1,536,857</b>
<b>Current liabilities</b>		9,263	7,976
<b>Non-current liabilities, pensions</b>		296,351	274,035
<b>Non-current liabilities, deferred inflows</b>		49,623	56,448
<b>Total Liabilities</b>		<b>355,237</b>	<b>338,459</b>
<b>Net position</b>			
<b>Net Investment in capital assets</b>		676,721	731,293
<b>Restricted</b>		489,391	467,105
<b>Unrestricted</b>		0	0
<b>Total Net Position</b>		<b>\$ 1,166,112</b>	<b>\$ 1,198,398</b>

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
December 31, 2019**

FINANCIAL ANALYSIS OF THE ENTITY (CONTINUED)

	Statement of Activities For the Year Ended	
	Governmental Activities	
	2019	2018
General government Expenses	\$ (510,740)	\$ (461,605)
Program revenues		
Charges for services	0	0
Operating and capital grants and contributions	0	0
Subtotal	(510,740)	(461,605)
General revenues and transfers	478,454	392,104
Change in net position	\$ <u>(32,286)</u>	\$ <u>(69,501)</u>

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

	Capital Assets at Year End (Net of Depreciation)	
	Governmental Activities	
	2019	2018
Land	\$ 1,500	\$ 1,500
Buildings and other improvements	320,099	338,068
Equipment	355,122	391,725
Total	\$ <u>676,721</u>	\$ <u>731,293</u>

The following are the additions and retirements for the District as of December 31, 2019:

This year's major additions included: Equipment

	Governmental Activities
Land	\$ 0
Buildings	0
Equipment	31,001
Total	\$ <u>31,001</u>

This year's major retirements included:

Defibrillators	\$ <u>10,209</u>
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**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
DECEMBER 31, 2019**

**CAPITAL ASSET AND DEBT ADMINISTRATION (CONTINUED)**

**Debt**

The District had no long-term liabilities payable for Governmental Activities outstanding at year end for the current year or previous year.

New debt during the year included:

None

**GENERAL FUND BUDGET**

The District adopted a budget for its General Fund for the year ended December 31, 2019. The original budget was amended in October, 2019. A schedule of the District's budgetary comparison is presented as required supplementary information as shown in the table of contents.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The District's appointed officials considered the following factors and indicators when setting next year's budget, rates, and fees. These factors and indicators include:

- 1) Ad valorem taxes
- 2) Intergovernmental revenues (supplemental pay)

**CONTACTING THE DISTRICT'S MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Bossier Parish Fire Protection District No. 7's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Jackie Byrd, President of the Board of Commissioners by telephone at (318) 326-4867 or 718 West Palmetto Street, Plain Dealing, Louisiana 71064. The District has recently added a website [bpdf7.org](http://bpdf7.org) to provide information to those who are interested.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
PLAIN DEALING, LOUISIANA  
STATEMENT OF NET POSITION  
December 31, 2019**

**ASSETS****Current Assets**

Cash And Cash Equivalents	\$ 89,923
Investments	204,873
Receivables	433,461
Deposits	0
Prepaid Expenses	19,676
<b>Total Current Assets</b>	<u>747,933</u>

**Noncurrent Assets**

Capital assets, net	<u>676,721</u>
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<b>Total Assets</b>	<u>1,424,654</u>
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Deferred outflows of resources, related to pension	<u>96,695</u>
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<b>Total assets and deferred outflows of resources</b>	<u>\$ 1,521,349</u>
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**LIABILITIES****Current**

Accounts payable and accruals	\$ 9,263
<b>Total Current Liabilities</b>	<u>9,263</u>

**Noncurrent liabilities**

Net Pension Liability	296,351
<b>Total noncurrent liabilities</b>	<u>296,351</u>

<b>Total Liabilities</b>	<u>305,614</u>
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**Deferred inflows of resources**

Deferred inflows property tax	4,792
Deferred inflows related to pension	44,831
<b>Total deferred inflows of resources</b>	<u>49,623</u>

<b>Total liabilities and deferred inflows of resources</b>	<u>355,237</u>
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**NET POSITION**

Net Investment in capital assets	676,721
Restricted	489,391
Unrestricted	0

<b>Total Net Position</b>	<u>\$ 1,166,112</u>
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**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7  
PLAIN DEALING, LOUISIANA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u>
<b>Functions/Programs</b>					
<b>Governmental Activities</b>					
Public Safety-Fire Protection	\$ 435,375	\$ 0	\$ 0	\$ 0	\$ (435,375)
Depreciation, Net	<u>75,365</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(75,365)</u>
<b>Total Governmental Activities</b>	<b>\$ <u>510,740</u></b>	<b>\$ <u>0</u></b>	<b>\$ <u>0</u></b>	<b>\$ <u>0</u></b>	<b>(510,740)</b>
 <b>General Revenues</b>					
Ad Valorem Taxes					427,483
Fire Insurance Rebate					10,754
Interest income					443
Intergovernmental					24,000
Miscellaneous					<u>15,774</u>
<b>Total General Revenues</b>					<b><u>478,454</u></b>
<b>Change in Net Position</b>					<b>(32,286)</b>
<b>Net Position, Beginning of year</b>					<b><u>1,198,398</u></b>
<b>Net Position, End of year</b>					<b>\$ <u>1,166,112</u></b>

See accompanying notes and accountant's report.

BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
 PLAIN DEALING, LOUISIANA  
 GOVERNMENTAL FUNDS  
 BALANCE SHEET  
 December 31, 2019

EXHIBIT C

	<u>General Fund</u>
<b>ASSETS</b>	
Cash & Cash Equivalents	\$ 89,923
Investments	204,873
Ad valorem taxes receivable	433,461
Deposits	0
Prepaid Expenses	<u>19,676</u>
Total Assets	\$ <u>747,933</u>
<b>LIABILITIES</b>	
<b>Liabilities:</b>	
Accounts payable and accruals	\$ <u>9,263</u>
Total liabilities	<u>9,263</u>
Unavailable revenue-property taxes	<u>4,792</u>
Total deferred inflow of resources	<u>4,792</u>
<b>Fund Balance:</b>	
Fund Balance- Non-spendable	19,676
Restricted for fire protection	<u>714,202</u>
Total fund balance	<u>733,878</u>
Total liabilities and fund balance	\$ <u>747,933</u>

See accompanying notes and accountant's report.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
PLAIN DEALING, LOUISIANA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
December 31, 2019**

Total Fund Balances for Governmental Funds (Exhibit C)	\$	733,878
Total Assets reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:		
Land	\$	1,500
Buildings and other improvements, net of \$129,175 in accumulated depreciation		320,099
Equipment, furniture, and fixtures, net of \$999,177 in accumulated depreciation		<u>355,122</u>
Total Capital Assets		676,721
Noncurrent liabilities are not due and payable in the current period and therefore are not reported in the fund liabilities. Those liabilities consist of:		
Net Pension Liability		<u>(296,351)</u>
Total Long-term Liabilities		(296,351)
Deferred outflows and inflows of resources related to pensions do not affect the current period and, therefore, they are not reported in the governmental fund balance sheet:		
Deferred outflows of resources related to pensions		96,695
Deferred inflows of resources related to pensions		<u>(44,831)</u>
		<u>51,864</u>
Total Net Position of Governmental Activities (Exhibit A)	\$	<u><u>1,166,112</u></u>

See accompanying notes and accountant's report

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7**  
**PLAIN DEALING, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES-**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

	GENERAL FUND	CAPITAL PROJECTS FUND	TOTAL
<b>REVENUES</b>			
Ad Valorem Taxes	\$ 427,483	\$ 0	\$ 427,483
Interest	443	0	443
State Supplemental Pay	24,000	0	24,000
Fire Insurance Rebate	10,754	0	10,754
Other Revenues	15,774	0	15,774
	<u>478,454</u>	<u>0</u>	<u>478,454</u>
<b>EXPENDITURES</b>			
Fuel & Oil	8,108	0	8,108
Salaries	186,863	0	186,863
Retirement Contributions	31,367	0	31,367
Taxes	8,297	0	8,297
Per Diem	8,037	0	8,037
Collections Expense	10,832	0	10,832
Insurance	61,333	0	61,333
Repairs and Maintenance	40,028	0	40,028
Office	1,241	0	1,241
Professional Fees	16,095	0	16,095
Supplies	24,770	0	24,770
Utilities	10,433	0	10,433
Telephone	1,943	0	1,943
Training	860	0	860
Capital Outlays	0	31,001	31,001
Miscellaneous	499	/0	499
	<u>410,706</u>	<u>31,001</u>	<u>441,707</u>
Excess (deficiency) of revenues over expenditures	67,748	(31,001)	36,747
<b>Other financing sources (uses)</b>			
Operating transfers in	0	31,001	31,001
Operating transfers out	(31,001)	0	(31,001)
	<u>(31,001)</u>	<u>31,001</u>	<u>0</u>
Net other financing sources (uses)			
Change in Fund Balances	36,747	0	36,747
<b>FUND BALANCE AT</b>			
BEGINNING OF YEAR	697,131	0	697,131
FUND BALANCE AT			
END OF YEAR	<u>\$ 733,878</u>	<u>\$ 0</u>	<u>\$ 733,878</u>

See accompanying notes and accountant's report.

BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
 PLAIN DEALING, LOUISIANA  
 RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
 FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED DECEMBER 31, 2019

Change in Fund Balances-Total Governmental Funds (Exhibit E)	\$ 36,747
The change in Net Position reported for governmental activities in the statement of activities is different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense (\$75,365) exceeds capital outlays (\$31,001) in the current period.	(44,364)
Effects of recording net pension liability and deferred inflows and outflows of resources related to net pension liability:	
Change in deferred inflows/outflows related to the pension plan	(2,353)
Change in pension liability	<u>(22,316)</u>
Change in Net Position of Governmental Activities (Exhibit B)	\$ <u>(32,286)</u>

See accompanying notes and accountant's report.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7**  
**PLAIN DEALING, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

The Bossier Parish Fire Protection District No. 7 (“the District”) was created by the Bossier Parish Police Jury by ordinance as provided under the Louisiana Revised Statutes. The District is comprised of property in North Bossier Parish and is governed by a board of commissioners, who are appointed by the Bossier Parish Police Jury. The Board of Commissioners received no compensation during 2019. The District constitutes a political subdivision of the State of Louisiana. The purpose of the District is to provide fire protection and emergency services to the residents of the District.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Accounting**

The accompanying financial statements of the District have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, Basic Financial Statements - and Management’s Discussion and Analysis - for State and Local Governments, issued in June 1999.

**B. Reporting Entity**

The District is a component unit of the Bossier Parish Police Jury, the financial reporting entity. The Police Jury is financially accountable for the District because it appoints or ratifies 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 the financial reporting entity.

**C. Government - Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the Statement of Net Position, Exhibit A, and the Statement of Activities, Exhibit B) report information on all of the nonfiduciary activities of the District. 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 a) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and b) 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. The District consists of one program, fire protection and emergency services.

Governmental fund financial statements are provided for the District. The District consists of two governmental funds.



**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7**  
**PLAIN DEALING, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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

Government-Wide Accounting- In accordance with the Governmental Accounting Standards Board, the District has presented a Statement of Net Position and a Statement of Activities for the District as a whole. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Policies specific to the government-wide statements are as follows:

*Eliminating Internal Activity* - Interfund receivables and payables are eliminated in the Statement of Net Position.

*Application of FASB Statements and Interpretations* - Reporting on governmental type and business-type activities are based on FASB Statements and Interpretations issued after November 30, 1989, except where they conflict or contradict GASB pronouncements.

*Capitalizing Assets* - Tangible or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Equipment, furniture and fixtures, and buildings are recorded at their historical costs and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the Statement of Net Position.

*Program Revenues* - The Statement of Activities presents two categories of program revenues - (1) charges for services; and (2) operating grants and contributions.

Charges for services are those revenues arising from exchange or exchange like transactions with external parties that purchase, use or directly benefit from the program's goods, services or privileges. Service charges (structure fees) are reported as charges for services.

Operating grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are restricted for operating purposes of a program.

*Restricted Net Position* - Restricted net position arises when a constraint has been imposed either externally or by law. Resources restricted for a specific purpose are exhausted before unrestricted resources are used.

*Unrestricted Net Position* - This category represents assets that are not appropriable for expenditures or legally segregated for a specific future use.

Government-Wide Financial Statements - 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 the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Government Fund Financial Statements - The Governmental financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7**  
**PLAIN DEALING, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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

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 District considers revenues to be available if they are collected within 60 days of the end of the current fiscal year.

Principal revenue sources considered as susceptible to accrual include property taxes, service fees, and interest on investments. Other revenues are considered to be measurable and available only when cash is received by the District.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

**Fund Accounting**

The financial activities of the District are recorded in individual funds, each of which is deemed to be a separate accounting entity. The District uses fund accounting to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds of the District are classified as governmental funds. Governmental funds account for the District's general activities, including collection and disbursement of specific or legally restricted monies, and the acquisition, construction or improvement of capital assets. Governmental funds of the District include:

General Fund - the general operating fund of the District and accounts for all financial resources, except those required to be accounted for in other funds.

Capital Projects Fund - accounts for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

**Budgeting and Budgetary Control**

A budget for the ensuing year is prepared by the fire chief and approved by the board of commissioners prior to December 31<sup>st</sup> of each year. The proposed budget is prepared on a cash basis of accounting that is a comprehensive basis of accounting other than Generally Accepted Accounting Principles (GAAP). The budget is legally adopted and amended, as necessary, by the board of commissioners. The board reserves all authority to make changes to the budgets. Unexpended appropriations lapse at year end and must be re-appropriated in the next year's budget to be expanded.

Formal integration of the budget into the accounting records is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget. The budget was amended in November, 2019. See "Schedule 1".

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7**  
**PLAIN DEALING, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Cash and Cash Equivalents**

Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less when purchased. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

**Investments**

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the District's investment policy. If the original maturities of time deposits exceed 90 days, they are classified as investments. In accordance with GASB Statement No. 31, investments are recorded at fair value with the corresponding increase or decrease reported as investment earnings.

**Use of Estimates**

The preparation of financial statements generally requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**Capital Assets**

The District's assets are recorded at historical cost. Capital assets are recorded as expenditures in the governmental fund financial statements. 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 charged to expense as incurred. Depreciation expense is recorded in the government-wide financial statements using the straight-line method over the useful lives of the assets. All assets of the District are reported in the accompanying financial statements.

**Long-term Obligations**

In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability reported on the Statement of Net Position. In the fund financial statements, debt principal payments of the governmental funds are recognized as expenditures when paid.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7**  
**PLAIN DEALING, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Receivables**

Accounts receivable in all funds report amounts that have arisen in the ordinary course of business and are stated net of allowances for uncollectible accounts.

Governmental fund type receivables consist primarily of amounts due for property taxes and charges for services.

**Deferred Inflows of Resources**

Deferred inflows of resources at the fund level arise when potential revenue does not meet the available criterion for recognition in the current period. Available is defined as due (or past due) at December 31, and collected within 60 days thereafter to pay obligations due at December 31.

**Net Position/Fund Balances**

In the Statement of Net Position, the difference between a government's assets and liabilities are recorded as net position. The four components of net position are as follows:

*Assets*

*Deferred Outflows of Resources*

*Liabilities*

*Deferred Inflows of Resources*

In the Balance Sheet of governmental funds, fund balances are segregated as follows:

*Nonspendable*– Represents the amount that is not in a spendable form or is required to be maintained intact.

*Restricted*– Represents the amount that has been constrained to specific purposes by their providers, through constitutional provisions, or by enabling legislation.

*Committed*– Represents the amount constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

*Assigned*– Represents the amount a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates that authority.

*Unassigned* – Represents the amount that is available for any purpose; these amounts are reported only in the general fund.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7  
PLAIN DEALING, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**NOTE 2 PRIOR PERIOD ADJUSTMENT**

There are no prior period adjustments for the current period ending December 31, 2019.

**NOTE 3 CASH AND CASH EQUIVALENTS**

At December 31, 2019, the District had cash and cash equivalents (book balances) totaling \$89,923.

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposits insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank that is mutually acceptable to both parties. At December 31, 2019, the District had \$91,819 in deposits that were fully collateralized.

**NOTE 4 INVESTMENTS**

As of December 31, 2019, the District had investments of \$204,873 in two Certificates of Deposit each with a renewal term of 6 months.

**NOTE 5 AD VALOREM TAXES**

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

	<u>Authorized Millage</u>	<u>Levied Millage</u>
Operating	25.20	25.20

**NOTE 6 ACCOUNTS RECEIVABLE**

General fund receivables as of December 31, 2019 consisted of ad valorem taxes receivable of \$433,461.

**BOSSIER PARISH FIRE PROTECTION DISTRICT 7**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

(CONTINUED)

**NOTE 7            CAPITAL ASSETS**

A summary of the District's capital assets at December 31, 2019 follows:

	Balance Dec. 31, 2018	Additions	Retirements	Balance Dec. 31, 2018
<b>Governmental Activities</b>				
<b>Capital Assets, not being depreciated</b>				
Land	\$ 1,500	\$ 0	\$ 0	\$ 1,500
<b>Total Capital Assets, not being depreciated</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>1,500</b>
<b>Capital Assets, being depreciated</b>				
Buildings and other improvements	449,274	0	0	449,274
Less accumulated depreciation	(111,206)	(17,971)	0	(129,177)
<b>Total Buildings and Building Improvements</b>	<b>338,068</b>	<b>(17,971)</b>	<b>0</b>	<b>320,097</b>
Equipment, furniture and fixtures	1,333,506	31,001	(10,209)	1,354,298
Less accumulated depreciation	(941,781)	(67,602)	10,209	(999,174)
<b>Total Equipment, Furniture and Fixtures</b>	<b>391,725</b>	<b>(36,601)</b>	<b>0</b>	<b>355,124</b>
<b>Total Capital Assets, being depreciated</b>	<b>729,793</b>	<b>(54,572)</b>	<b>0</b>	<b>675,221</b>
<b>Governmental Activities</b>				
<b>Total Capital Assets, net</b>	<b>\$ 731,293</b>	<b>(54,572)</b>	<b>0</b>	<b>\$ 676,721</b>

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7**  
**PLAIN DEALING, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 8 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

The accounts payable and accrued liabilities at December 31, 2019, were follows:

Accounts payable	\$ 0
Accrued liabilities:	
Payroll Withholding	<u>9,263</u>
Total	\$ <u>9,263</u>

**NOTE 9 LONG TERM OBLIGATIONS**

The District had no long term obligations as of December 31, 2019.

**NOTE 10 RISK MANAGEMENT**

The District purchases commercial insurance to provide general liability, worker's comp. and property insurance.

**NOTE 11 LEASES**

For the year ended December 31, 2019, the District had no operating leases.

**NOTE 12 ON-BEHALF PAYMENTS**

Qualified employees received a total \$24,000 in fire supplemental pay from the State of Louisiana. The District is responsible for withholding taxes from these employees and paying the District's matching portion of social security taxes for the amount of additional pay received. The District must recognize this pay received by the employees as revenue and expenditures of the District.

**NOTE 13 SUBSEQUENT EVENTS**

On March 13, 2020 President Trump declared a national emergency relating to the COVID-19 virus. As of the date of this report, the pandemic is ongoing. Future potential impacts may include disruptions or restrictions on employees' ability to work. The future effects of this issue are unknown.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7**  
**PLAIN DEALING, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 14 PENSION PLAN**

Firefighter's Retirement System of Louisiana

**Plan Description**

The District contributes to the Firefighters' Retirement System (FRS), a cost-sharing multiple-employer plan. Membership in the System is a condition of employment for any full-time firefighter who earns at least \$375 per month and is employed by any municipality, parish, or fire protection district of the State of Louisiana in addition to employees of the Firefighters' Retirement System. The System provides retirement benefits for their members.

**Benefits Provided**

Benefit provisions are authorized within Act 434 of 1979 and amended by LRS 11:225111:2272.

Retirement Benefits

Members can retire providing he or she meets one of the following criteria:

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 reached fifty or over shall become a member unless it is due to a merger or unless the System received an application for membership before turning fifty.

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.

Deferred Retirement Option Plan

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.

The monthly retirement benefit that would have been paid to the System 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



**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7  
PLAIN DEALING, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**NOTE 14 PENSION PLAN (continued)**

interest at the same rate as the DROP account.

**Contributions**

Employer contributions are actuarially determined each year. For the year ended June 30, 2019, employer and employee contributions for members above the poverty line were 26.5% and 10.0%, respectively. The employer and employee contribution rates for those members below the poverty line were 28.5% and 8.0%, respectively.

Non-Employer Contributions

The System also receives insurance premium tax monies as additional employer contributions. The tax is considered support from a non-contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions are recognized as revenue during the year ended June 30, 2019 and were excluded from pension expense. Non-employer contributions received by the System during the year ended June 30, 2019 were \$26,807,631.

**Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Relate to Pensions**

At December 31, 2019, the District reported a liability of \$296,351 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2019, the District's proportion was 0.047326%, which was a decrease of 0.000315% from its proportion measured as of June 30, 2018. For the year ended December 31, 2019, the District recognized a pension expense of \$46,228. The District recognized revenue of \$12,687 as its proportionate share of non-employer contributions for the year ended December 31, 2019.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7  
PLAIN DEALING, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**NOTE 14 PENSION PLAN (continued)**

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

	<u>Deferred Outflows</u>	<u>Deferred Inflows</u>
Difference between expected and actual experience	\$ -	\$ 21,377
Change of assumptions	26,961	22
Net difference between projected and actual investment Earnings on pension plan investments	21,377	-
Change in proportion and differences between the District's contributions and proportionate share of Contributions	32,148	23,432
District's contributions subsequent to the measurement Date	<u>16,209</u>	<u>-</u>
	<u>\$96,695</u>	<u>\$44,831</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions are estimated to be recognized in pension expense as follows:

Year Ending June 30:	
2020	\$ 13,290
2021	(6,498)
2022	13,143
2023	12,361
2024	1,143
2025	768

**Actuarial Assumptions**

The actuarial assumptions used in the June 30, 2019 valuation were based on the assumptions used in the June 30, 2019 actuarial funding valuation, and were based on results of an actuarial experience study for the period July 1, 2009 – June 30, 2014. In cases where benefit structures were changed after the study period, assumptions were based on estimates of future experience.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7  
PLAIN DEALING, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**NOTE 14 PENSION PLAN (continued)**

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2019, are as follows:

Valuation Date	June 30, 2019
Actuarial Cost Method	Entry Age Normal
Estimated Remaining Service Life	7 Years, closed period
Inflation Rate	2.500% per annum
Salary Increases	Vary from 14.75% in the first two years of service to 4.5% after 25 years, includes inflation & merit increases
Cost of Living Adjustments	Only those previously granted were included

The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2009 through June 30, 2014. The data was then assigned levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a set-back of standard tables. The result of the procedure indicated that the tables used would produce liability values approximately the appropriate generational mortality tables.

The estimated long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. 2.75%. The long term expected nominal rate of return was 7.94% as of June 30, 2019.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7  
PLAIN DEALING, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**NOTE 14 PENSION PLAN (continued)**

Best estimates of real rates of return for each major asset class included in FRS' target asset allocation as of June 30, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	31%	2.17%
Equity		
U.S.	21.5%	5.98%
Non-U.S.	17.5%	7.52%
Global	10%	6.59%
Alternatives		
Real Estate	6%	4.14%
Private Equity	4%	10.52%
Multi-Asset Strategies		
Global Tactical	5%	4.37 %
Risk Parity	<u>5%</u>	4.67%
System Total	100%	
Inflation		<u>2.75%</u>
Expected Arithmetic Nominal Return		<u>7.94%</u>

**Discount Rate**

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contribution from participating employers will be made at the actuarially determined rates approved by Public Retirement Systems' Actuarial Committee taking into consideration the recommendation of the Systems' actuary. Based on those assumptions, the Systems' 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.

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

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

	1% Decrease <u>(6.15%)</u>	Current Discount Rate <u>(7.15%)</u>	1% Increase <u>(8.15%)</u>
District's Proportionate Share of Net Pension Liability (Asset)	\$429,137	\$ 296,351	\$184,901

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO.7  
PLAIN DEALING, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**NOTE 14 PENSION PLAN (continued)**

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

**NOTE 15 PENDING LITIGATION**

There were no civil suits seeking damages against the District outstanding at December 31, 2019.

**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
PLAIN DEALING, LOUISIANA  
GOVERNMENTAL FUND TYPE - GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE-  
BUDGET (CASH BASIS) AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2019**

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Ad Valorem Taxes	\$ 348,028	\$ 348,028	\$ 427,483	\$ 79,455
Interest	0	0	443	443
Fire Insurance Rebate	10,000	10,754	10,754	0
State Supplemental Pay	18,000	18,000	24,000	6,000
Other Revenues	4,000	11,040	15,774	4,734
<b>Total revenues</b>	<b>380,028</b>	<b>387,822</b>	<b>478,454</b>	<b>90,632</b>
<b>EXPENDITURES</b>				
Building	2,000	2,000	4,789	(2,789)
Fuel & Oil	9,000	9,000	8,108	892
Insurance	68,700	68,700	61,333	7,367
Computer Expense	1,400	4,900	4,900	0
Collections Expense	0	0	10,832	(10,832)
Office	1,600	1,600	1,050	550
Postage and Box Rent	200	200	166	34
Professional Fees	28,900	28,900	16,095	12,805
Supplies, Repairs, & Maintenance	40,000	40,000	55,109	(15,109)
Equipment	12,000	12,000	31,001	(19,001)
Utilities	7,700	7,700	10,433	(2,733)
Salaries, including State Supp Pay	166,000	166,000	186,863	(20,863)
Retirement Contributions	65,000	65,000	31,367	33,633
Payroll Taxes	5,900	5,900	8,297	(2,397)
Telephone	2,200	2,200	1,943	257
Training	1,500	1,500	860	640
Per Diem	8,000	8,000	8,037	(37)
Printing & Publishing	400	400	25	375
Miscellaneous	9,000	9,000	499	8,501
<b>Total Expenditures</b>	<b>429,500</b>	<b>433,000</b>	<b>441,707</b>	<b>(8,707)</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(49,472)</b>	<b>(45,178)</b>	<b>36,747</b>	<b>81,925</b>
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In	0	0	31,001	(31,001)
Operating Transfers Out	0	0	(31,001)	31,001
<b>Net Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>(49,472)</b>	<b>(45,178)</b>	<b>36,747</b>	<b>81,925</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>697,131</b>	<b>697,131</b>	<b>697,131</b>	
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 647,659</b>	<b>\$ 651,953</b>	<b>\$ 733,878</b>	

Required Supplemental Information. See Accountant's Report.

BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
 PLAIN DEALING, LOUISIANA  
 SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
 Firefighters' Retirement System of Louisiana  
 AS OF June 30, 2019 (The Plan Measurement Date)

	<u>2019</u>
District's proportion of the net pension liability (asset)	0.047326 %
Amount of District's proportionate share of the net pension liability (asset)	\$ 296,351
District's covered-employee payroll	\$ 114,382
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	259.09%
Plan fiduciary net position as a percentage of the total liability	73.97%

BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
 PLAIN DEALING, LOUISIANA  
 SCHEDULE OF DISTRICT CONTRIBUTIONS  
 Firefighters' Retirement System of Louisiana  
 For the Year Ended December 31, 2019

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 31,367	\$ 29,386	\$ 30,051	\$ 26,349	\$ 23,260
Contributions in relation to the contractually required contribution	<u>(31,367)</u>	<u>(29,386)</u>	<u>(30,051)</u>	<u>(26,349)</u>	<u>(23,260)</u>
Contribution deficiency (excess)	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
District's covered-employee payroll	\$ 115,611	\$ 110,890	\$ 116,057	\$ 102,121	\$ 79,465
Contributions as a percentage of covered-employee payroll	27.14%	26.50%	25.89%	25.80%	29.27%

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

Not Audited. Not Reviewed.



**BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
PLAIN DEALING, LOUISIANA  
SCHEDULE OF COMPENSATION PAID TO MEMBERS OF THE BOARD OF COMMISSIONERS  
FOR THE YEAR ENDED DECEMBER 31, 2019**

Compensation Paid to Board Members

No compensation was paid to any members of the Board of Commissioners. The following list of elected members for 2019 is included in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature.

<u>Members</u>	<u>Compensation</u>
Jackie Byrd	\$ 0
Dennis Hays	0
Eddie Mae Scott	0
Charles Taylor	0
Gary Lyles	<u>0</u>
Total	\$ <u><u>0</u></u>

BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
 SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS  
 TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER  
 FOR THE YEAR ENDED DECEMBER 31, 2019

**Marvin Aldrich, Fire Chief**

Purpose	Amount
Salary	\$ 30,066.00
Payroll Taxes	2,837.00
Supplemental Pay	6,000.00
Per diem	1,020.00
Reimbursements	125.00
 Total Compensation, Benefits and Other Payments	 \$ 40,048.00

See accompanying notes to the financial statements.

BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 7  
PLAIN DEALING, LOUISIANA  
SCHEDULES OF CURRENT AND PRIOR FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2019

SCHEDULE 6

**SCHEDULE OF CURRENT FINDINGS**

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

SCHEDULE 7

**SCHEDULE OF PRIOR FINDINGS**

There was one prior finding for the prior year ended December 31, 2018.

Finding #2018-1

Condition: The District did not file its annual financial statements with the Louisiana Legislative Auditor within the time frame required by state law.

Current Status:

Resolved.



# Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

## Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board of Commissioners  
Bossier Parish Fire Protection District No. 7  
Plain Dealing, Louisiana

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Bossier Parish Fire Protection District No. 7 (the District) and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the System's compliance with certain laws and regulations during the year ended December 31, 2019 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. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I 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 38:221-2296.(the public bid law).

The District did not make expenditures in excess of \$30,000 for material and supplies or for public works exceeding \$150,000.

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

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124, and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided the required list including the noted information.

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

Management provided me with the required list.

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

None of the employees included on the list of employees provided by management 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 a copy of the original budget.

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

I traced the adoption of the original budget to the minutes of a meeting held on November 26, 2018. I traced the adoption of the amended budget to the minutes of a meeting held on October 28, 2019.

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

I compared the revenues and expenditures of the amended budget to actual revenues and expenditures. The budget variances were within the 5% parameters.

### 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;

I examined supporting documentation for six selected disbursements and found that payments were 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

The six selected disbursements were properly coded to the correct fund and general ledger account.

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

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the proper authorities.

### 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 District is only required to post a notice of each meeting and the accompanying agenda on the door of the building where the meeting is held. Management has informed me that these documents were properly posted.

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.

I 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, advances, or gifts.

A reading of the minutes of the District for the year indicated no approval for the payments noted. I also inspected payroll records for the year and noted no instances which would indicate payment to employees which would constitute bonuses, advances, or gifts.

Prior Comments and Recommendations

12. Review any prior year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

There was one finding for the year ended December 31, 2018. The District did not file its financial statements within the time frame required by state law. The finding was resolved for the year ended December 31, 2019.

I was 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, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Bossier Parish Fire Protection District No. 7 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 Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Certified Public Accountant  
June 26, 2020

**LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)**

June 14, 2020

Marsha O. Millican, APAC  
810 Wilkinson  
Shreveport, Louisiana 71104  
\_\_\_\_\_  
(Auditors)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2019, and for the year then ended, 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, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.  
Yes [ X ] No [ ]

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

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.  
Yes [ X ] No [ ]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.  
Yes [ X ] No [ ]

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34  
Yes [ X ] No [ ]

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.  
Yes [ X ] No [ ]

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.  
Yes [ X ] No [ ]

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

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1A.(2); and that were subject to the public bid law (R.S.38:221, et seq.) While the agency was not in compliance with R.S.24:513 (the audit law). Yes [X] No [ ]

We have complied with R.S. 24:513A.(3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer. Yes [X] No [ ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:28. Yes [X] No [ ]

**Debt**

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

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729. Yes [X] No [ ]

**Prior Year Comments**

We have resolved all prior-year recommendations and/or comments. Yes [X] 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 [X] No [ ]

We have evaluated our compliance with these laws and regulations prior to making these representations. Yes [X] 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 [X] No [ ]

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures. Yes [X] 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 this report. Yes [X] 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 [X] No [ ]

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



Richard M<sup>c</sup>Guire Secretary 6-23-2020 Date  
Brenda Smith Treasurer 6-22-2020 Date  
Eddie Mae Scott President 6-18-2020 Date