

**LIVINGSTON PARISH FIRE PROTECTION DISTRICT NO. 1
ALBANY, LOUISIANA**

ANNUAL FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2024

Livingston Parish Fire Protection District No. 1
Albany, Louisiana
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Independent Auditor's Report

To the Board of Commissioners
Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the general fund of Livingston Parish Fire Protection District No. 1 (hereinafter referred to as the "District"), a component unit of the Livingston Parish Council, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the District, as of December 31, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management 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, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 25 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

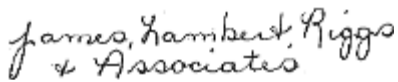
Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required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

Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 25, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "James Lambert Riggs & Associates".

James Lambert Riggs & Associates, Inc.
Hammond, Louisiana

April 25, 2025

Basic Financial Statements

Government – Wide Financial Statements

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Statement A

Statement of Net Position
December 31, 2024

	<u>Governmental Activities</u>
Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 756,259
Ad Valorem Taxes Receivable, Net of Uncollectible Allowance	354,618
State Revenue Sharing Receivable	16,847
Grant Receivable	8,600
Prepaid Insurance	11,756
Total Current Assets	<u>1,148,080</u>
 Capital Assets	
Land	17,000
Capital Assets, Net	1,072,833
Total Capital Assets	<u>1,089,833</u>
 Total Assets	 <u>2,237,913</u>
 Liabilities	
Current Liabilities	
Accounts Payable	1,424
Intergovernmental Payable	14,414
Payroll Liabilities	700
Accrued Interest	2,329
Lease Liability, Current Portion	43,828
Total Current Liabilities	<u>62,695</u>
 Long-Term Liabilities	
Lease Liability, Long-Term Portion	91,553
Total Long-Term Liabilities	<u>91,553</u>
 Total Liabilities	 <u>154,248</u>
 Net Position	
Net Investment in Capital Assets	954,452
Unrestricted	1,129,213
Total Net Position	\$ <u><u>2,083,665</u></u>

The accompanying notes are an integral part of this statement.

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Statement B

Statement of Activities
For the Year Ended December 31, 2024

	General Expenses	Program Revenues Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	Net (Expense) Revenue and Change in Net Position Governmental Activities
Governmental Activities					
General Government					
Public Safety	\$ 411,893	\$ -	\$ 7,200	\$ 8,600	\$ (396,093)
Interest on Long-Term Debt	4,490	-	-	-	(4,490)
Total Governmental Activities	\$ <u>416,383</u>	\$ <u>-</u>	\$ <u>7,200</u>	\$ <u>8,600</u>	<u>(400,583)</u>
General Revenues					
Ad Valorem Tax Revenue					360,597
State Revenue Sharing					23,825
Fire Insurance Premium Rebate					82,731
Donations					10,726
Insurance Reimbursement					2,716
Interest Income					37,329
Other Income					1,396
Total General Revenues					<u>519,320</u>
Change in Net Position					118,737
Net Position - Beginning of the Year					1,964,928
Net Position - End of the Year					\$ <u>2,083,665</u>

The accompanying notes are an integral part of this statement.

Basic Financial Statement

Fund Financial Statements

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Statement C

Governmental Fund – Balance Sheet
December 31, 2024

	<u>General Fund</u>	<u>Total</u>
Assets		
Cash and Cash Equivalents	\$ 756,259	\$ 756,259
Ad Valorem Taxes Receivable, Net of Uncollectible Allowances	354,618	354,618
State Revenue Sharing Receivable	16,847	16,847
Grant Receivable	8,600	8,600
Total Assets	\$ <u>1,136,324</u>	\$ <u>1,136,324</u>
Liabilities and Fund Balance		
Liabilities:		
Accounts Payable	\$ 1,424	\$ 1,424
Pension Payable	14,414	14,414
Payroll Liabilities	<u>700</u>	<u>700</u>
Total Liabilities	<u>16,538</u>	<u>16,538</u>
Fund Balance:		
Unassigned	<u>1,119,786</u>	<u>1,119,786</u>
Total Fund Balance	<u>1,119,786</u>	<u>1,119,786</u>
Total Liabilities and Fund Balance	\$ <u>1,136,324</u>	\$ <u>1,136,324</u>

The accompanying notes are an integral part of this statement.

**Livingston Parish Fire Protection District No. 1
Albany, Louisiana**

Statement D

**Reconciliation of the Governmental Fund Balance Sheet to the
Government-Wide Statement of Net Position
For the Year Ended December 31, 2024**

Total Fund Balance, Governmental Fund (Statement C)	\$ 1,119,786
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Amounts reported for Governmental Activities in the Statement of Net Position are different because:

Capital assets used in Governmental Activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Governmental Capital Assets, Net of Depreciation	1,089,833
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Prepaid insurance is not available to pay for current-period expenditures and, therefore, is not reported in the funds.	11,756
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Long-term liabilities are not due and payable in the current period, and therefore, are not reported in the governmental funds:

Lease Liability, Current Portion	(43,828)
Lease Liability, Long-Term Portion	(91,553)
Accrued Interest	(2,329)

Net Position of Governmental Activities (Statement A)	\$ <u>2,083,665</u>
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The accompanying notes are an integral part of this statement.

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Statement E

**Statement of Governmental Fund Revenues, Expenditures, and
Change in Fund Balance
For the Year Ended December 31, 2024**

	<u>General Fund</u>	<u>Total</u>
Revenues		
Ad Valorem Tax Revenue	\$ 360,597	\$ 360,597
State Revenue Sharing	23,825	23,825
Fire Insurance Premium Rebate	82,731	82,731
Supplemental Pay Income	7,200	7,200
Donations	10,726	10,726
Grant Income	8,600	8,600
Insurance Reimbursement	2,716	2,716
Interest Income	37,329	37,329
Other Income	1,396	1,396
Total Revenues	<u>535,120</u>	<u>535,120</u>
Expenditures		
Public Safety		
Advertising	1,232	1,232
Bank Charges	604	604
Commissioner's Per Diem	1,560	1,560
Contract Labor	1,200	1,200
Dues & Subscriptions	7,816	7,816
Fire Prevention	2,086	2,086
Gas & Oil	11,550	11,550
Insurance	53,636	53,636
Payroll Taxes	8,975	8,975
Pension Expense	14,414	14,414
Professional Services	20,011	20,011
Pest Control	308	308
Repairs and Maintenance	23,962	23,962
Salaries	110,120	110,120
Salaries, Supplemental Pay	7,200	7,200
Supplies	9,031	9,031
Training	4,535	4,535
Telephone and Utilities	17,986	17,986
Uniforms	3,140	3,140
Capital Outlay	41,406	41,406
Debt Service:		
Lease Principal	42,579	42,579
Lease Interest	5,223	5,223
Total Expenditures	<u>388,574</u>	<u>388,574</u>
Net Change in Fund Balance	<u>146,546</u>	<u>146,546</u>
Fund Balance - Beginning of the Year	<u>973,240</u>	<u>973,240</u>
Fund Balance - End of the Year	<u>\$ 1,119,786</u>	<u>\$ 1,119,786</u>

The accompanying notes are an integral part of this statement.

**Livingston Parish Fire Protection District No. 1
Albany, Louisiana**

Statement F

**Reconciliation of the Governmental Fund Statement of Revenues, Expenditures, and
Change in Fund Balance of Governmental Funds
To the Statement of Activities
For the Year Ended December 31, 2024**

Net Change in Fund Balance, Governmental Fund (Statement E)	\$	146,546
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Amounts reported for Governmental Activities in the Statement of Activities are different because:

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities the cost of these assets are 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.

Expenditures for Capital Assets:

Capital Outlay		41,406
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Less:

Current Year Depreciation		(113,800)
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Government Funds expense insurance payments when paid. In the Statement of Activities, only the portion applicable to the current year is expensed and the remaining is recorded as prepaid expense.

Prior Year Prepaid Insurance		(10,483)
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Current Year Prepaid Insurance		11,756
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Payment of lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.

Repayments of Lease Liability		42,579
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Accrued interest expense on long-term debt is reported in the government-wide statements of activities and changes in net position, but does not require the use of current financial resources; therefore, accrued interest is not reported as expenditures in government funds.

Change in Accrued Interest Payable		733
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Change in Net Position of Governmental Activities (Statement B)	\$	<u>118,737</u>
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The accompanying notes are an integral part of this statement.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2024

Introduction

Livingston Parish Fire Protection District No. 1, (“the District”), was created by an ordinance of the Livingston Parish Council for the purpose of acquiring, maintaining, and operating buildings, machinery, water tanks, water hydrants, water lines, and any other things necessary to provide proper fire prevention and control of the property within the District. The District operates under the direction of a five-member board appointed - 2 members appointed by the Livingston Parish Council, 2 members appointed by the Town of Albany and 1 member appointed by the four board members.

The financial statements of the District have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard setting body for governmental accounting and financial reporting.

Governmental Accounting Standards Board (GASB) Statement No. 14, as amended, establishes criteria for determining the reporting entity and component units that should be included within the reporting entity. Under provisions of this statement, the Livingston Parish Fire Protection District No. 1 is considered a component unit of the Livingston Parish Council. As a component unit, the accompanying financial statements are to be included within the reporting of the primary government, either blended within those financial statements or separately reported as a discrete component unit. Under provisions of this statement, there are no component units of the District.

1. Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying basic financial statements of the Livingston Parish Fire Protection District No. 1 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. These financial statements are presented in accordance with GASB Statement No. 34, *Basic Financial Statements, Management’s Discussion and Analysis, for State and Local Governments*, as amended. Statement No. 34 established standards for financial reporting, with presentation requirements originally including a statement of net position (or balance sheet), and a statement of activities. The definition and composition of these statements, as originally defined in GASB Statement No. 34, are as amended by GASB Statements included in the following paragraphs. The District has also adopted the provisions of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*, that requires capital contributions to the District to be presented as a change in net position. Management has elected to omit the Management’s Discussion and Analysis.

GASB Statement No. 63, *Financially Reporting of Deferred Outflows, Deferred Inflows of Resources, and Net Position*, effective for financial statement periods ending after December 15, 2012, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined *Deferred Outflows of Resources* as a consumption of net position by the government that is applicable to a future reporting period, and *Deferred Inflows of*

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

Resources as an acquisition of net position by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities. GASB Concepts Statement 4 identifies net position as the residual of all other elements presented in a statement of financial position.

This statement amends the net asset reporting requirements in Statement No. 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. The definition and reporting of net position is further described in *Note 1K – Net Position and Fund Balance*.

GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities.

The District did not have any deferred outflows or deferred inflows of resources at December 31, 2024.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all nonfiduciary activities of the 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. Likewise, a primary government is reported separately from certain legally separate component units for which the primary government is financially accountable. The District does not have any business-type activities and reports only governmental activities. The District has no component units.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are 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) grant 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, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are presented as separate columns in the fund financial statements. The District reports one governmental fund – the general fund.

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

C. 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. 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 60 days at the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period if they are measurable and available. Only the portion of special assessment receivable, if any, due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. Substantially all other revenue items are considered to be measurable and available only when cash is received by the government.

The District reports the following major governmental fund:

The *General Fund* is the District's primary operating fund. It accounts for and reports all financial resources of the general government, except those required to be accounted for in another fund (none in the current year).

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided; 2) program-specific operating grants and contributions; and, 3) program-specific capital grants and contributions. Internally dedicated resources, if any, are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

When restricted, committed, assigned, or unassigned fund balances are available for use, the District considers amounts to have been spent first out of restricted funds, then committed funds, then assigned funds, and finally unassigned funds as needed, unless it has been provided for otherwise in the restriction, commitment, or assignment action.

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

D. Budgets and Budgetary Accounting

Budgetary procedures applicable to the District are defined in state law, Louisiana Revised Statutes 39:1301-15. The budget is adopted on the modified accrual basis of accounting consistent with generally accepted accounting principles (GAAP). The major requirements of the Local Government Budget Act are summarized as follows:

1. The District adopts a budget each year for the general fund.
2. The District's Fire Chief prepares a proposed budget and submits it to the Board of Commissioners for consideration no later than fifteen days prior to the beginning of each fiscal year. At the same time, if total proposed expenditures are \$500,000 or more, a notice of public hearing on the proposed budget must be published in the official journal.
3. All action necessary to adopt and implement the budget must be completed prior to the beginning of the fiscal year. The budget was adopted on December 4, 2023.
4. Budgetary amendments involving the transfer of funds from one program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Board of Commissioners. The budget was amended on December 2, 2024.
5. Formal budgetary integration is employed as a management control device.

E. Cash, Cash Equivalents, and Investments

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Under State law, the District may deposit funds in demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. In addition, the District may invest in United States bonds, treasury notes, or certificates.

In accordance with state law, the District limits its investments to those allowed under R.S. 33:2955. Certificates of deposit are classified as investments if their original maturities exceed 90 days. Investments are reported at fair market. The District does not have a formal investment policy.

F. Inventory

Inventories for supplies are immaterial and are recorded as expenditures when purchased. The District did not have inventory at year end December 31, 2024.

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

G. Prepaid Items

The District recognizes expenditures for insurance and similar services extending over more than one accounting period when paid in the fund financial statements.

H. Capital Assets

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 \$500 or more capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. 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	20 - 40 Years
Equipment	5 - 20 Years
Vehicles	5 - 15 Years

I. Pension Plans

The District is not a member of any retirement system, but is a member of the social security system.

J. Compensated Absences

The District does not pay for vacation or sick leave, and, as a result, has no liability for compensated absences at December 31, 2024.

K. Net Position and Fund Balance

GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*, required classification of net assets into three separate components. GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, revised the terminology by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. GASB Statement No. 63 requires the following components of net position:

- **Net Investment in Capital Assets Component of Net Position** – The *net investment in capital assets* component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisitions, construction, or improvement of those assets or related debt also should be included in this

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of net investment in capital assets. Instead, that portion of the debt or deferred inflows of resources should be included in the same net position component (restricted or unrestricted) as the unspent amount.

- **Restricted Component of Net Position** – The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.
- **Unrestricted Component of Net Position** – The *unrestricted* of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

In the fund statements, governmental fund equity is classified as fund balance. The District adopted GASB 54 for the year ended December 31, 2011. As such, fund balances of governmental funds are classified as follows:

- **Nonspendable.** These are amounts that cannot be spent either, because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- **Restricted.** These are amounts that can be spent only for specific purposes because of constitutional provisions, enabling legislation, or constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- **Committed.** These are amounts that can be used only for the specific purposes determined by a formal vote of the Board, which is the highest level of decision-making authority for the District.
- **Assigned.** These are amounts that do not meet the criteria to be classified as restricted or committed, but are intended to be used for specific purposes based on the discretion of the Board.
- **Unassigned.** – These are amounts that have not been assigned to other funds and amounts that have not been restricted, committed, or assigned to specific purposes within the general fund. Also, within other governmental funds, these include expenditure amounts incurred for specific purposes which exceed the amounts restricted, committed or assigned for those purposes.

L. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the District, which are either unusual in nature or infrequent in occurrence.

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

M. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make various estimates and assumptions that affect the reported amounts of assets and liabilities, the 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.

N. Reconciliation of Government-Wide and Fund Financial Statements

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position is presented in Statement D of the basic financial statements. Explanation of certain differences between the governmental fund statement of revenues, expenses, and changes in fund balance and the government-wide statement of activities presented in Statement F of the basic financial statements.

2. Levied Taxes

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

	<u>Authorized Millage</u>	<u>Levied Millage</u>
General Fund	8.240 Mills	\$ 362,818

Ad valorem taxes attach as an enforceable lien on property on January 1 each year. Taxes are levied by the District during the year, are billed to taxpayers, and become due in November. Billed taxes become delinquent on December 31 of each year. Revenues from ad valorem taxes are budgeted in the year billed and recognized as revenue when billed. The Livingston Parish Sheriff's Office bills and collects the property taxes using the assessed value determined by the Livingston Parish Tax Assessor. The taxes are generally collected in December of the current year and January and February of the ensuing year. For 2024, the District levied 8.240 mills for a total tax levy of \$362,818 on taxable property valuation totaling \$44,031,383.

3. Cash and Cash Equivalents

At December 31, 2024, the District has deposits (book balances) as follows:

Demand Deposits	\$ 34,923
Louisiana Asset Management Pool (LAMP)	<u>721,336</u>
Total Cash and Cash Equivalents	<u><u>\$ 756,259</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the Federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial credit risk as it relates to cash deposits is the risk that in the event of bank failure, the government's deposits may not be returned. At December 31, 2024, the District has \$37,960 in demand deposits (collected bank balances other than LAMP). The demand deposits are secured from risk by \$37,960 of federal deposit insurance. The District does not have a custodial credit risk policy.

4. Investments

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the District or its agent in the District's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the District's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the District's name

In accordance with GASB Codification Section I50.165, the investment in LAMP at December 31, 2024, is not categorized in the three risk categories provided by GASB Codification Section I50.164 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. The investment in LAMP is stated at the value of the pool shares, which is the same as the fair value, and has been categorized as cash equivalents. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprised of the State Treasurer, representatives from various organizations of local government, the Government Finance Office Association of Louisiana, and the Society of Louisiana CPAs. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest.

LAMP is subject to the regulator oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2a7, which governs registered money market funds. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955.

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

GASB 40, Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

1. Credit risk: LAMP is rated AAA by Standard and Poor's
2. Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment pool, not the securities that make up the pool; therefore, no disclosure is required.
3. Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.
4. Interest rate risk: 2a7-like investment pools are excluded from this disclosure requirement per paragraph 15 of the GASB 40 statement. However, LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days. The WAM for LAMP's total investments, as provided by LAMP, is 68 days as of December 31, 2024.
5. Foreign currency risk: Not applicable to 2a7-like pools.

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with SEC as an investment company. LAMP, Inc. issues an annual publicly available financial report that includes financial statements and required supplementary information for LAMP, Inc. That report may be obtained by calling (800) 249-5267.

Interest Rate Risk: The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value arising from increasing interest rates.

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

5. Receivables

The governmental funds receivables are all current at December 31, 2024 and consist of the following:

	General Fund	Total
Ad Valorem Taxes	\$ 362,818	\$ 362,818
State Revenue Sharing	16,847	16,847
Grant Receivable	8,600	8,600
Subtotal	388,265	388,265
Allowance for Uncollectible Accounts	(8,200)	(8,200)
Accounts Receivable, Net	\$ 380,065	\$ 380,065

6. Capital Assets

Capital assets and depreciation activity as of and for the year ended December 31, 2024 for governmental activities are as follows:

Governmental Activities Capital Assets:	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets Not Depreciated:				
Land	\$ 17,000	\$ -	\$ -	\$ 17,000
Total Capital Assets Not Being Depreciated:	17,000	-	-	17,000
Capital Assets Being Depreciated				
Buildings	915,110	8,600	-	923,710
Equipment	391,040	32,130	-	423,170
Vehicles	1,271,542	676	-	1,272,218
Total Other Capital Assets	2,577,692	41,406	-	2,619,098
Less: Accumulated Depreciation for:				
Buildings and Improvements	(399,614)	(27,045)	-	(426,659)
Equipment	(252,513)	(28,347)	-	(280,860)
Vehicles	(780,338)	(58,408)	-	(838,746)
Total Accumulated Depreciation	(1,432,465)	(113,800)	-	(1,546,265)
Total Capital Assets Being Depreciated, Net	1,145,227	(72,394)	-	1,072,833
Total Governmental Activities Capital Assets, Net	\$ 1,162,227	\$ (72,394)	\$ -	\$ 1,089,833

Depreciation expense is charged to public safety for \$113,800.

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

7. Leases

The District entered into a finance purchase agreement for the purchase of a freightliner tanker pumper for \$300,000 in July 2020. Lease payments are reflected as debt expenditures at the government fund reporting level. At December 31, 2024 the District has \$85,000 of accumulated depreciation on the pumper. The following is a summary of long-term debt transactions of the District for the year ended December 31, 2024:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
\$300,000 Lease Liability	\$ 177,960	\$ -	\$ (42,579)	\$ 135,381	\$ 43,828
	<u>\$ 177,960</u>	<u>\$ -</u>	<u>\$ (42,579)</u>	<u>\$ 135,381</u>	<u>\$ 43,828</u>

\$300,000 lease obligation dated July 6, 2020, with Republic First National Corporation, with interest at 2.918%, payable in annual installments of principal and interest totaling \$47,801 through May 01, 2027.

\$ 135,381

The following is a schedule by years of the future minimum lease payments with the present value of the net minimum lease payments as of December 31, 2024:

<u>Year Ending December 31,</u>	<u>Principal Payment</u>	<u>Interest Portion</u>	<u>Total</u>
2025	\$ 43,828	\$ 3,973	\$ 47,801
2026	45,115	2,686	47,801
2027	46,438	1,363	47,801
	<u>\$ 135,381</u>	<u>\$ 8,022</u>	<u>\$ 143,403</u>

8. Risk Management

The District is exposed to various risks of loss related to theft, damage, or destruction of assets, torts, injuries, natural disasters, and many other unforeseeable events. The District maintains commercial insurance policies for the claims related to the aforementioned risks. The District's payment of the insurance policy deductible is the only liability associated with these policies.

9. Contingent Liabilities

The District was not involved in any outstanding litigation or claims at December 31, 2024.

Livingston Parish Fire Protection District No. 1
Notes to Financial Statements
As of and for the Year Ended December 31, 2024

10. On-Behalf Payments for Fringe Benefits and Salaries

For the fiscal year ended December 31, 2024 the State of Louisiana made on behalf payments in the form of supplemental pay to the District's firemen. In accordance with GASB 24, the District recorded \$7,200 of on-behalf payments as revenue and as an expenditure in the General Fund.

11. Property Tax Abatement

The Louisiana Industrial Ad Valorem Tax Exemption Program (ITEP) is an original state incentive program, which offers an attractive tax incentive for manufacturers who make a commitment to jobs and payroll in the state. With approval by the Board of Commerce and local governmental entities, the program provides an 80% property tax abatement for an initial term of five years and the option to renew for five additional years at 80% property tax abatement on a manufacturer's qualifying capital investment related to the manufacturing process in the state. For the 2024 calendar year, approximately \$1,125 of the District's ad valorem tax revenues were abated by the state of Louisiana through this program.

12. Subsequent Events

Subsequent events have been evaluated by management through April 25, 2025, the date financial statements were available for issuance. No events require disclosure in the financial statements for the year ending December 31, 2024.

Required Supplemental Information:
Budgetary Comparison Schedule

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Schedule 1

Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual Governmental Funds – General Fund
For the Year Ended December 31, 2024

	Original Budget	Final Budget	Actual Amounts GAAP Basis	Var. Favorable (Unfavorable)
Revenues				
Ad Valorem Tax Revenue	\$ 303,000	\$ 356,000	\$ 360,597	\$ 4,597
State Revenue Sharing	24,000	25,500	23,825	(1,675)
Fire Insurance Premium Rebate	50,000	82,700	82,731	31
Supplemental Pay Income	6,000	7,200	7,200	-
Donations	5,000	10,700	10,726	26
Grant Income	-	8,600	8,600	-
Insurance Reimbursement	-	2,700	2,716	16
Interest Income	10,000	36,000	37,329	1,329
Other Income	-	1,400	1,396	(4)
Total Revenues	<u>398,000</u>	<u>530,800</u>	<u>535,120</u>	<u>4,324</u>
Expenditures				
Public Safety				
Advertising	-	1,240	1,232	8
Bank Charges	1,000	1,000	604	396
Commissioner's Per Diem	-	1,800	1,560	240
Contract Labor	1,200	1,200	1,200	-
Dues & Subscriptions	4,000	4,000	7,816	(3,816)
Fire Prevention	2,000	2,000	2,086	(86)
Gas & Oil	15,000	15,000	11,550	3,450
Insurance	50,000	53,700	53,636	64
Payroll Taxes	7,500	9,000	8,975	25
Pension Expense	12,000	13,800	14,414	(614)
Pest Control	800	800	308	492
Professional Services	14,000	21,000	20,011	989
Repairs & Maintenance	26,300	26,600	23,962	2,638
Salaries	92,000	108,000	110,120	(2,120)
Salaries, Supplemental Pay	6,000	7,200	7,200	-
Supplies	10,000	11,100	9,031	2,069
Training	11,500	11,500	4,535	6,965
Telephone and Utilities	19,300	19,300	17,986	1,314
Uniforms	4,000	4,000	3,140	860
Capital Outlay	100,000	100,000	41,406	58,594
Debt Service:				
Lease Principal	42,579	41,365	42,579	(1,214)
Lease Interest	5,223	6,440	5,223	1,217
Total Expenditures	<u>424,402</u>	<u>460,045</u>	<u>388,574</u>	<u>71,463</u>
Net Change in Fund Balance	(26,402)	70,755	146,546	75,787
Fund Balance:				
Beginning of the Year	897,168	973,240	973,240	-
End of the Year	<u>\$ 870,766</u>	<u>\$ 1,043,995</u>	<u>\$ 1,119,786</u>	<u>\$ 75,787</u>

The accompanying notes are an integral part of this statement.

Other Supplemental Information

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Schedule 2

Schedule of Compensation Paid to Board Members
For the Year Ended December 31, 2024

Name and Title	Address	Compensation Received
Benton Morgan, President (Parish Appointment)	35395 Ernest Stilley Road Independence, LA 70443	\$ 330
Rodney Russell, Board Member (Board Appointment)	Post Office Box 454 Albany, LA 70711	300
James Chisholm, Board Member (Town of Albany Appointment)	30500 Brent Alan Street Albany, LA 70711	270
Derwin Miley, Vice-President (Town of Albany Appointment)	Post Office Box 582 Albany, LA 70711	330
Alesia Stilley Vicari, Board Member (Parish Appointment)	Post Office Box 1054 Albany, LA 70711	330
		\$ <u>1,560</u>

The accompanying notes are an integral part of this statement.

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Schedule 3

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended December 31, 2024

Purpose	Amount
Salary	\$ 30,680
State Supplemental Pay	7,200
Dues	240
	<u>\$ 38,120</u>

The accompanying notes are an integral part of this statement.

**Other Independent Auditor's Reports and
Findings and Recommendations**

Dennis E. James, CPA
Paul M. Riggs, Jr., CPA
J. Bryan Ehricht, CPA
Megan E. Lynch, CPA
B. Jacob Steib, CPA
Lauren Kimble Smith, CPA
Lyle E. Lambert, CPA



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Society of Louisiana CPAs

Independent Auditor's Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards*

To the Board of Commissioners
Livingston Parish Fire Protection District No. 1
Albany, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of Livingston Parish Fire Protection District No. 1 (hereinafter referred to as the "District"), as of for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated April 25, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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

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

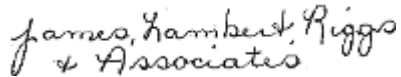
Report on Compliance and Other Matters

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

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Purpose of this Report

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

A handwritten signature in cursive script that reads "James Lambert Riggs & Associates".

James Lambert Riggs & Associates, Inc.
Hammond, Louisiana

April 25, 2025

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Schedule of Findings, Recommendations, and Responses
For the Year Ended December 31, 2024

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of the Livingston Parish Fire Protection District No. 1 as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated April 25, 2025. Our audit of the basic financial statements resulted in an unmodified opinion.

Section I – Summary of Auditor's Reports

1. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control:

Material Weakness	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Significant Deficiencies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Compliance:

Compliance Material to the Financial Statements	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

2. Management Letter

Was a management letter issued?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---------------------------------	------------------------------	--

Section II Financial Statement Findings

Internal Control over Financial Reporting

None

Compliance and Other Matters

None

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

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

<u>Ref #</u>	<u>Fiscal Year Findings Initially Occurred</u>	<u>Description of Findings</u>	<u>Corrective Action Taken</u>
<u>Internal Control over Financial Reporting</u>			
2024-001	December 31, 2023	Lack of Written Policies and Procedures for Fiscal Controls	Resolved
<u>Compliance and Other Matters</u>			
None	None	None	None

LIVINGSTON PARISH FIRE PROTECTION DISTRICT NO. 1
STATEWIDE AGREED UPON PROCEDURES ENGAGEMENT
FOR THE YEAR ENDED DECEMBER 31, 2024

Dennis E. James, CPA
Paul M. Riggs, Jr., CPA
J. Bryan Ehricht, CPA
Megan E. Lynch, CPA
B. Jacob Steib, CPA
Lauren Kimble Smith, CPA
Lyle E. Lambert, CPA



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**Independent Accountants' Report on Applying
Agreed-Upon Procedures for the Year Ended December 31, 2024**

Benton Morgan, President
Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Louisiana Legislative Auditor
Baton Rouge, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2024 through December 31, 2024. Livingston Parish Fire Protection District No. 1's (the "District") management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are detailed in Schedule "A."

We were engaged by the District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

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

*James Lambert Riggs
& Associates*

James Lambert Riggs & Associates, Inc.
Hammond, Louisiana

April 25, 2025

1) Written Policies and Procedures

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - ii. ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
 - **Results:** The District does have a policy on Purchasing, however, it does not contain (2) how vendors are added to the vendor list.
 - iii. ***Disbursements***, including processing, reviewing, and approving.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - iv. ***Receipts / Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - v. ***Payroll / Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - vi. ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
 - **Results:** No exceptions were noted as a result of the above listed procedures.

viii. ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

- **Results:** No exceptions were noted as a result of the above listed procedures.

ix. ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

- **Results:** The District does have a policy on Ethics, however, it does not include (2) actions to be taken if an ethics violation takes place, and (3) system to monitor possible ethics violations.

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

- **Results:** The District does have a policy on Debt Service, however, it does not include (2) continuing disclosure / EMMA reporting requirements.

xi. ***Information Technology Disaster Recovery / Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing / verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches / updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

4) Collections (excluding electronic funds transfers)

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
- i. Employees responsible for cash collections do not share cash drawers / registers;
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee / official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee / official is responsible for reconciling ledger postings to each other and to the deposit; and
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - iv. The employee(s) responsible for reconciling cash collections to the general ledger and / or subsidiary ledgers, by revenue source and / or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee / official verifies the reconciliation.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- **Results:** No exceptions were noted as a result of the above listed procedures.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and
- i. Observe that receipts are sequentially pre-numbered.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** For both of the sampled deposits, a copy of the deposit slips were not maintained to complete this step.

iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

- **Results:** For both deposits there is no documentation to determine if this step was completed or not.

v. Trace the actual deposit per the bank statement to the general ledger.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

- **Results:** No exceptions were noted as a result of the above listed procedures.

ii. At least two employees are involved in processing and approving payments to vendors;

- **Results:** No exceptions were noted as a result of the above listed procedures.

iii. The employee responsible for processing payments is prohibited from adding / modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

- **Results:** No exceptions were noted as a result of the above listed procedures.

iv. Either the employee / official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

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

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

- **Results:** No exceptions were noted as a result of the above listed procedures.

- ii. Observe whether the disbursement documentation included evidence (e.g., initial / date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

- **Results:** No exceptions were noted as a result of the above listed procedures.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

- **Results:** One of the selected non-payroll-related electronic disbursements was not approved by the required number of authorized signers.

6) Credit Cards / Debit Cards / Fuel Cards / Purchase Cards (Cards)

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

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

authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

- **Results:** No exceptions were noted as a result of the above listed procedures.

ii. Observe that finance charges and late fees were not assessed on the selected statements.

- **Results:** No exceptions were noted as a result of the above listed procedures.

C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business / public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

- **Results:** No exceptions were noted as a result of the above listed procedures.

14) Prevention of Sexual Harassment

A. Using the 5 randomly selected employees / officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee / official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

- **Results:** No exceptions were noted as a result of the above listed procedures.

B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

i. Number and percentage of public servants in the agency who have completed the training requirements;

- **Results:** The District did not complete the annual sexual harassment report for the current fiscal period.

ii. Number of sexual harassment complaints received by the agency;

- **Results:** The District did not complete the annual sexual harassment report for the current fiscal period.

iii. Number of complaints which resulted in a finding that sexual harassment occurred;

- **Results:** The District did not complete the annual sexual harassment report for the current fiscal period.

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - **Results:** The District did not complete the annual sexual harassment report for the current fiscal period.
- v. Amount of time it took to resolve each complaint.
 - **Results:** The District did not complete the annual sexual harassment report for the current fiscal period.

Livingston Parish Fire Protection District No. 1

Post Office Box 1391
Albany, Louisiana 70711-1391

Benton Morgan Chairman
Derwin Miley Vice Chairman
Rodney Russell

Joe Foster, Fire Chief

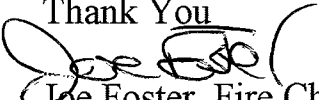
Alisa Vicari
James Chisholm
Nicole McMorris Secretary

James Lambert Riggs & Associates,

We would like to thank you for your services provided for our Statewide Agreed Upon Procedures Engagement for the year ended December 31, 2024.

After reviewing the report, we agree with the information that was provided. Also, we will start working on making recommendations that the auditor has made.

Thank You



Joe Foster, Fire Chief