

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

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

Livingston Parish Fire Protection District No. 1
Albany, Louisiana
Table of Contents
As of and for the Year Ended December 31, 2018

	Statement	Schedule	Page
Independent Accountant's Review Report	-		1
Basic Financial Statements:			
Government-Wide Financial Statements:			
Statement of Net Position	A		4
Statement of Activities	B		5
Fund Financial Statements:			
Governmental Funds Balance Sheet	C		7
Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position	D		8
Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balances	E		9
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Government-Wide Statement of Activities	F		10
Notes to the Financial Statements	-		11
Required Supplemental Information (Part II):			
Schedule of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual Governmental Funds - General Fund	-	1	25
Other Supplemental Information:			
Schedule of Compensation Paid to Board Members	-	2	27
Schedule of Compensation, Benefits and Other Payments to Agency Head	-	3	28
Independent Accountant's Report on Applying Agreed-Upon Procedures	-	-	30
Louisiana Attestation Questionnaire	-	-	35

Dennis E. James, CPA
Lyle E. Lambert, CPA
Paul M. Riggs, Jr., CPA

J. Bryan Ehricht, CPA
Samantha D. Wagner, CPA
Christie J. Barado
Megan E. Lynch
B. Jacob Steib
Debbie G. Faust, EA
Ramona K. Huckabee, EA



**JAMES
LAMBERT RIGGS
& ASSOCIATES, INC.**
CERTIFIED PUBLIC ACCOUNTANTS
www.jlrcpafirm.com


Member of
American Institute of CPAs
Society of Louisiana CPAs

Independent Accountant's Review Report

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

We have reviewed the accompanying financial statements of the governmental activities and the general fund of the Livingston Parish Fire Protection District No. 1, Albany, Louisiana, a component unit of Livingston Parish Government, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statement as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of 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

Our 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 us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 25 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not

Livingston Parish Fire Protection District No. 1
May 6, 2019

audited, reviewed, or compiled the required supplementary information and we do not express an opinion, a conclusion, nor provide any assurance on it.

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 and for placing the basic financial statements in an appropriate operational, economic, or historical context.

Other Information

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated May 6, 2019.

The supplementary information included in the Schedule of Compensation Paid to Board Members; the Schedule of Compensation, Benefits, and Other Payments to Agency Head; the Independent Accountant's Report on Applying Agreed-Upon Procedures, and the Louisiana Attestation Questionnaire 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 financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

*James Lambert Riggs
& Associates*

James, Lambert, Riggs and Associates, Inc.
Hammond, Louisiana

May 6, 2019

Basic Financial Statements

Government – Wide Financial Statements

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

Statement A

**Statement of Net Position
December 31, 2018**

	<u>Governmental Activities</u>
Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 415,343
Ad Valorem Taxes Receivable, Net of Uncollectible Allowance	240,812
State Revenue Sharing Receivable	24,542
Prepaid Insurance	8,940
Total Current Assets	<u>689,637</u>
Restricted Assets:	
Restricted Cash and Cash Equivalents	10,833
Total Restricted Assets	<u>10,833</u>
Capital Assets	
Land	17,000
Capital Assets, Net	1,061,410
Total Capital Assets	<u>1,078,410</u>
Total Assets	<u>1,778,880</u>
Liabilities	
Current Liabilities	
Accounts Payable	1,364
Intergovernmental Payable	9,750
Payroll Liabilities	404
Total Current Liabilities	<u>11,518</u>
Current Liabilities (Payable from Restricted Assets):	
Long-Term Debt - Current Portion	22,000
Total Current Liabilities (Payable from Restricted Assets)	<u>22,000</u>
Long-Term Liabilities	
Long-Term Debt - Non-Current	120,000
Total Long-Term Liabilities	<u>120,000</u>
Total Liabilities	<u>153,518</u>
Net Position	
Net Investment in Capital Assets	936,410
Restricted	
Capital Projects and Debt Service	10,833
Unrestricted	678,119
Total Net Position	<u>\$ 1,625,362</u>

See accompanying notes and independent accountant's review report.

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Statement B

Statement of Activities
For the Year Ended December 31, 2018

	General Expenses	Program Revenues		Charges for Services		Net (Expense) Revenue and Change in Net Position
						Governmental Activities
Governmental Activities						
General Government						
Public Safety	\$ 285,021		-	\$		(285,021)
Interest	4,220		-			(4,220)
Total Governmental Activities	\$ 289,241		-	\$		(289,241)
 General Revenues						
Ad Valorem Tax Revenue						247,682
State Revenue Sharing						24,885
Fire Insurance Premium Rebate						46,106
Insurance Reimbursement						56,220
Other Income						3,000
Interest Income						59
Gain on Sale of Capital Asset						1,575
Total General Revenues						379,527
 Change in Net Position						 90,286
 Net Position - Beginning of the Year						 1,546,962
Prior Period Adjustments (Note 14)						(11,886)
Net Position - Beginning of the Year (Restated)						1,535,076
Net Position - End of the Year					\$	1,625,362

See accompanying notes and independent accountant's review report.

Basic Financial Statement

Fund Financial Statements

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

Statement C

**Governmental Funds – Balance Sheet
December 31, 2018**

	General Fund	Certificate of Indebtness, Series 2014 Sinking Fund	Total
Assets			
Cash and Cash Equivalents	\$ 415,343	\$ -	\$ 415,343
Ad Valorem Taxes Receivable, Net of Uncollectible Allowances	240,812	-	240,812
State Revenue Sharing Receivable	24,542	-	24,542
Restricted Cash and Cash Equivalents	-	10,833	10,833
Total Assets	\$ 680,697	\$ 10,833	\$ 691,530
Liabilities and Fund Balance			
Liabilities:			
Accounts Payable	\$ 1,364	\$ -	\$ 1,364
Pension Payable	9,750	-	9,750
Payroll Liabilities	404	-	404
Total Liabilities	11,518	-	11,518
Fund Balances:			
Restricted for Debt Service	-	10,833	10,833
Unassigned	669,179	-	669,179
Total Fund Balance	669,179	10,833	680,012
Total Liabilities and Fund Balance	\$ 680,697	\$ 10,833	\$ 691,530

See accompanying notes and independent accountant's review report.

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

Statement D

**Reconciliation of the Governmental Funds Balance Sheet to the
Government-Wide Statement of Net Position
For the Year Ended December 31, 2018**

Total Fund Balances, Governmental Funds (Statement C)	\$	680,012
--	----	---------

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		1,078,410
--	--	-----------

Prepaid Insurance		8,940
-------------------	--	-------

Long-term liabilities of Governmental Activities are not payable from current resources, and therefore, are not reported in the Governmental Funds:

Debt: Certificate of Indebtedness		(142,000)
-----------------------------------	--	-----------

Net Position of Governmental Activities (Statement A)	\$	<u><u>1,625,362</u></u>
--	----	-------------------------

See accompanying notes and independent accountant's review report.

Livingston Parish Fire Protection District No. 1
Albany, Louisiana

Statement E

**Statement of Governmental Fund Revenues, Expenditures, and
Changes in Fund Balances
For the Year Ended December 31, 2018**

	General Fund	Certificates of Indebtedness Series 2014 Sinking Fund	Total
Revenues			
Ad Valorem Tax Revenue	\$ 247,682	\$ -	\$ 247,682
State Revenue Sharing	24,885	-	24,885
Fire Insurance Premium Rebate	46,106	-	46,106
Insurance Reimbursement	56,220	-	56,220
Other Income	3,000	-	3,000
Interest Income	47	12	59
Total Revenues	377,940	12	377,952
Expenditures			
Public Safety			
Administrative	4,319	-	4,319
Insurance	39,811	-	39,811
Payroll Taxes	5,612	-	5,612
Pension Expense	9,750	-	9,750
Professional Services	12,585	-	12,585
Repairs and Maintenance	14,423	-	14,423
Salaries	73,356	-	73,356
Training	14,314	-	14,314
Supplies	2,191	-	2,191
Telephone and Utilities	11,100	-	11,100
Uniforms	1,748	-	1,748
Capital Outlay	31,429	-	31,429
Debt Service			
Principal	-	21,000	21,000
Interest	-	4,220	4,220
Total Expenditures	220,638	25,220	245,858
Excess (Deficiency) of Revenues over Expenditures	157,302	(25,208)	132,094
Other Financing Sources (Uses)			
Interfund Transfers	(25,499)	25,499	-
Sale of Capital Assets	1,575	-	1,575
Total Other Financing Sources (Uses)	(23,924)	25,499	1,575
Net Change in Fund Balances	133,378	291	133,669
Fund Balances - Beginning of the Year	547,687	10,542	558,229
Prior Period Adjustment (Note 14)	(11,886)	-	(11,886)
Fund Balances - Beginning (Restated)	535,801	10,542	546,343
Fund Balances - End of the Year	\$ 669,179	\$ 10,833	\$ 680,012

See accompanying notes and independent accountant's review report.

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

Statement F

**Reconciliation of the Governmental Funds Statement of
Revenues, Expenditures, and Changes in Fund Balances to the
Government-Wide Statement of Activities
For the Year Ended December 31, 2018**

Net Change in Fund Balance, Governmental Fund (Statement E)	\$	133,669
--	----	---------

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		31,429
Less:		
Current year depreciation		(96,192)

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		(8,560)
Current Year Prepaid Insurance		8,940

The issuance of long-term debt provides current financial resources to the Governmental Funds, while the repayment of the principal of long-term debt consumes the current financial resources of Governmental Funds. Neither, however, affect net position.

Principal payments - certificates of indebtedness		21,000
---	--	--------

Change in Net Position of Governmental Activities (Statement B)	\$	<u><u>90,286</u></u>
--	----	----------------------

See accompanying notes and independent accountant's review report.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

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.

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 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

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

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 1L – 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 recognized, 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, 2018.

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) grants 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 two governmental funds – the general fund and a debt service fund: the certificate of indebtedness, series 2014 sinking fund.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

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 funds:

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).

The *Certificate of Indebtedness, Series 2014 Sinking Fund* accounts for the accumulation and disbursement of funds required to service the District's outstanding certificates of indebtedness.

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. The District has no program revenue for the year ending December 31, 2018. 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.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

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.

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. The proposed expenditures were less than \$500,000; therefore, a public hearing was not required.
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, 2017.
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 District did not amend the budget for December 31, 2018.
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.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

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, 2018.

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. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Issuances costs, whether or not withheld from the actual debt proceeds received, are now expensed in the period incurred under GASB 65.

The District has implemented GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, and with the implementation of GASB 65, the recognition of bond-related costs, including the costs related to issuance and refunding of debt, were revised. This standard was intended to compliment GASB Statement No. 63 *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. Bond issuance costs, whether or not withheld or not withheld from the actual debt proceeds received, are now expensed in the period incurred under GASB 65. The District did not have any bond related costs in the year ending December 31, 2018.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

In the fund financial statements, governmental fund types recognize bond premiums and discounts as well as bond issuance costs during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

K. 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, 2018.

L. 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 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.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

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.

M. 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.

N. 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.

O. 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.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

2. Levied Taxes

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

	Authorized Millage	Levied Millage
General Fund	10.000 Mills	\$ 249,012

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 2018, the District levied 10.000 mills for a total tax levy of \$249,012 on taxable property valuation totaling \$24,901,250.

3. Cash and Cash Equivalents

At December 31, 2018, the District has deposits (book balances) as follows:

Interest Bearing Demand Deposits	\$ 426,176
Total Cash and Cash Equivalents	\$ 426,176

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 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, 2018, the District has \$442,660 in interest bearing demand deposits (collected bank balances). The demand deposits are secured from risk by \$250,000 of federal deposit insurance and the remaining \$192,660 is secured by pledged securities. The \$192,660 in demand deposits are exposed to custodial credit risk because while the amount is secured by pledged securities, such securities are held by the custodial bank in the name of the fiscal agent bank (GASB Category 3)

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the government that the fiscal agent has failed to pay deposited funds upon demand.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

4. Receivables

The governmental funds receivables are all current at December 31, 2018 and consist of the following:

	<u>General Fund</u>	<u>Certificate of Indebtedness, Series 2014 Sinking Fund</u>	<u>Total</u>
Ad Valorem Taxes	\$ 249,012	\$ -	\$ 249,012
State Revenue Sharing	24,542	-	24,542
Subtotal	<u>273,554</u>	<u>-</u>	<u>273,554</u>
Allowance for Uncollectible Accounts	(8,200)	-	(8,200)
Accounts Receivable, Net	<u><u>\$ 265,354</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 265,354</u></u>

5. Restricted Assets

Restricted assets at December 31, 2018 consist of the following:

	<u>General Fund</u>	<u>Certificate of Indebtedness, Series 2014 Sinking Fund</u>	<u>Total</u>
Restricted Cash and Cash Equivalents			
Bond Sinking Account	\$ -	\$ 10,833	\$ 10,833
Total Restricted Assets	<u><u>\$ -</u></u>	<u><u>\$ 10,833</u></u>	<u><u>\$ 10,833</u></u>

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

6. Capital Assets

Capital assets and depreciation activity as of and for the year ended December 31, 2018 for governmental activities are as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities Capital Assets:				
Capital Assets Not Depreciated:				
Land	\$ 17,000	\$ -	\$ -	\$ 17,000
Total Capital Assets Not Being Depreciated:	<u>17,000</u>	<u>-</u>	<u>-</u>	<u>17,000</u>
Capital Assets Being Depreciated				
Buildings	768,353	769	-	769,122
Equipment	274,147	29,011	(13,449)	289,709
Vehicles	1,006,195	1,649	(30,000)	977,844
Total Other Capital Assets	<u>2,048,695</u>	<u>31,429</u>	<u>(43,449)</u>	<u>2,036,675</u>
Less: Accumulated Depreciation for:				
Buildings and Improvements	(263,895)	(19,341)	-	(283,236)
Equipment	(216,193)	(11,777)	13,449	(214,521)
Vehicles	(442,434)	(65,074)	30,000	(477,508)
Total Accumulated Depreciation	<u>(922,522)</u>	<u>(96,192)</u>	<u>43,449</u>	<u>(975,265)</u>
Total Capital Assets Being Depreciated, Net	<u>1,126,173</u>	<u>(64,763)</u>	<u>-</u>	<u>1,061,410</u>
Total Governmental Activities Capital Assets, Net	<u>\$ 1,143,173</u>	<u>\$ (64,763)</u>	<u>\$ -</u>	<u>\$ 1,078,410</u>

Depreciation expense is charged to public safety for \$96,192.

7. Leases

At December 31, 2018, the District does not have any capital or operating leases.

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

8. Long-Term Obligations

The following is a summary of long-term obligation transactions for the year ended December 31, 2018:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Certificate of Indebtedness	\$ 163,000	\$ -	\$ 21,000	\$ 142,000	\$ 22,000
	<u>\$ 163,000</u>	<u>\$ -</u>	<u>\$ 21,000</u>	<u>\$ 142,000</u>	<u>\$ 22,000</u>

Long-term debt at December 31, 2018 is comprised of the following:

	<u>Payable End of Year</u>	<u>Due Within One Year</u>
Certificate of indebtedness, Series 2014 Dated 7/31/2014 \$225,000 Pledge and dedication of the excess annual revenues of the General Fund.		
Certificates Numbers R-1, R-3, R-5, R-7, R-9, R-10, R-11, R-12, R-13 and R-14 With Whitney Bank \$192,000 interest at 2.74% semi-annual installments of interest and maturing annually in amounts ranging from \$12,000 to \$25,000 through 8/1/2024	\$ 142,000	\$ 22,000
Total	<u>\$ 142,000</u>	<u>\$ 22,000</u>

The annual requirements to amortize all debt outstanding as of December 31, 2018, including interest payments of \$13,920 are as follows:

Year Ending	Certificates of Indebtedness, Series 2014 (Bank)	
	<u>\$192,000</u>	<u>Total</u>
2019	\$ 25,891	\$ 25,891
2020	26,288	26,288
2021	25,658	25,658
2022	26,028	26,028
2023	26,370	26,370
2024	25,685	25,685
	<u>\$ 155,920</u>	<u>\$ 155,920</u>

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

9. Interfund Transfers

Monthly transfers are made from the General Fund to the Certificates of Indebtedness Series 2014 Sinking Fund to pay the debt service payments on the Certificates of Indebtedness. Transfers for the year ending December 31, 2018 were as follows:

Interfund Transfers	Transfers In	Transfers Out
General Fund	\$ -	\$ 25,499
Sinking Fund	25,499	-
Total Interfund Transfers	\$ 25,499	\$ 25,499

12. 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.

13. Contingent Liabilities

The District was not involved in any outstanding litigation or claims at December 31, 2018.

14. Prior Period Adjustment

General Fund

Beginning Fund Balance, Before Prior Period Adjustment	\$ 547,687
To record prior period repairs on flooded trucks	
Repairs on Flooded Trucks	(11,886)
Restated Beginning Fund Balance, After Prior Period Adjustment	\$ 535,801

Governmental Activities

Beginning Net Position, Before Prior Period Adjustment	\$ 1,546,962
To record prior period repairs on flooded trucks	
Repairs on Flooded Trucks	(11,886)
Restated Beginning Net Position, After Prior Period Adjustment	\$ 1,535,076

Livingston Parish Fire Protection District No. 1
Notes to the Financial Statements
As of and for the Year Ended December 31, 2018

15. Subsequent Events

Subsequent events have been evaluated by management through May 6, 2019, the date financial statements were available for issuance. No events require disclosure in the financial statements for the year ending December 31, 2018.

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, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
Revenues				
Ad Valorem Tax Revenue	\$ 170,000	\$ 170,000	\$ 247,682	\$ 77,682
State Revenue Sharing	24,000	24,000	24,885	885
Fire Insurance Premium Rebate	50,000	50,000	46,106	(3,894)
Insurance Reimbursement	-	-	56,220	56,220
Other Income	-	-	3,000	3,000
Interest Income	45	45	47	2
Total Revenues	<u>244,045</u>	<u>244,045</u>	<u>377,940</u>	<u>133,895</u>
Expenditures				
Public Safety				
Administrative	5,550	5,550	4,319	1,231
Insurance	42,000	42,000	39,811	2,189
Payroll Taxes	5,800	5,800	5,612	188
Pension Expense	8,000	8,000	9,750	(1,750)
Professional Services	15,000	15,000	12,585	2,415
Repairs & Maintenance	22,000	22,000	14,423	7,577
Salaries	85,000	85,000	73,356	11,644
Supplies	16,700	16,700	14,314	2,386
Training	4,500	4,500	2,191	2,309
Telephone and Utilities	10,200	10,200	11,100	(900)
Uniforms	2,000	2,000	1,748	252
Capital Outlay	100,000	100,000	31,429	68,571
Total Expenditures	<u>316,750</u>	<u>316,750</u>	<u>220,638</u>	<u>96,112</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(72,705)</u>	<u>(72,705)</u>	<u>157,302</u>	<u>230,007</u>
Other Financing Sources (Uses):				
Interfund Transfers	(25,500)	(25,500)	(25,499)	1
Sale of Capital Assets	-	-	1,575	1,575
Total Other Financing Sources (Uses)	<u>(25,500)</u>	<u>(25,500)</u>	<u>(23,924)</u>	<u>1,576</u>
Net Change in Fund Balance	(98,205)	(98,205)	133,378	231,583
Fund Balance:				
Beginning of the Year	382,188	382,188	547,687	-
Prior Period Adjustment (Note 14)	-	-	(11,886)	-
Fund Balances - Beginning (Restated)	<u>382,188</u>	<u>382,188</u>	<u>535,801</u>	<u>-</u>
End of the Year	<u>\$ 283,983</u>	<u>\$ 283,983</u>	<u>\$ 669,179</u>	<u>\$ 231,583</u>

See independent accountant's review report.

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, 2018**

<u>Name and Title</u>	<u>Address</u>	<u>Compensation Received</u>
John Thomas, President (Town of Albany Appointment)	30068 Leslie St. Albany, LA 70711	\$ -
Rodney Russell, Board Member (Board Appointment)	Post Office Box 454 Albany, LA 70711	-
Benton Morgan, Board Member (Parish Appointment)	35395 Ernest Stilley Road Independence, LA 70443	-
Debbie Arceneaux, Board Member (Town of Albany Appointment)	Post Office Box 866 Albany, LA 70711	-
Bryan Neal, Board Member (Parish Appointment)	Post Office Box 2134 Albany, Louisiana 70711	-
		\$ <u><u>-</u></u>

See independent accountant's review report.

**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, 2018**

Agency Head Name: Joe Foster, Chief

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 22,080
Travel	603
Dues	128
Registration Fees	325
	<u>\$ 23,136</u>

See independent accountant's review report.

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

Dennis E. James, CPA
Lyle E. Lambert, CPA
Paul M. Riggs, Jr., CPA

J. Bryan Ehricht, CPA
Samantha D. Wagner, CPA
Christie J. Barado
Megan E. Lynch
B. Jacob Steib
Debbie G. Faust, EA
Ramona K. Huckabee, EA



JAMES
LAMBERT RIGGS
& ASSOCIATES, INC.
CERTIFIED PUBLIC ACCOUNTANTS
www.jlrcpafirm.com

AICPA[®]
Member of
American Institute of CPAs
Society of Louisiana CPAs

Independent Accountant's Report on Applying Agreed-Upon Procedures

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

We have performed the procedures enumerated below, which were agreed to by Livingston Parish Fire Protection District No. 1 (hereinafter referred to as the "District") and the Louisiana Legislative Auditor (the specified parties), on the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2018, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The District's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Public Bid Law

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, and public works exceeding \$154,450. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

Per a review of the general ledger, there no purchases during the year for materials and supplies exceeding \$30,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

Management provided us with the requested information.

3. Obtain a list of all employees paid during the fiscal year.

Management provided us with the requested information.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list provided by management for agreed-upon Procedure 3 appeared on the list provided by management for agreed-upon Procedure 2.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

Budgeting

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

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

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

We traced adoption of the original budget to documentation in the minutes of the meeting of the District's commissioners held on December 4, 2017. The budget was not amended during 2018.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% or more in total).

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues for the year exceeded budgeted revenues. Expenditures for the year did not exceed budgeted amounts.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:
 - a. Report whether the six disbursements agree to the amount and the payee in the supporting documentation.

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

- b. Report whether the six disbursements were coded to the correct fund and general ledger account.

Each of the six selected disbursements were coded to the correct fund and general ledger account.

- c. Report whether the six disbursements were approved in accordance with management's policies and procedures.

Each of the six selected disbursements were approved in accordance with management's policies and procedures.

Meetings

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

Examined postings of the agenda on the Fire Station and noted that they were posted at least 24 hours in advance of scheduled meetings.

Debt

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

We scanned copies of all bank deposit slips for the fiscal year, and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

We scanned payroll disbursements and read the meeting minutes of the District's board of commissioners for the fiscal year. We found no payments or approval for payments to employees that would constitute bonuses, advances, or gifts.

State Audit Law

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The District's report was dated and submitted timely in accordance with R.S. 24:513.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1(A)(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The District did not enter into any contracts that utilized State funds during the year.

Prior-Year Comments

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and / or comments have been resolved.

Our prior report, dated June 4, 2018, did not include any suggestions, exceptions, recommendations, and / or comments.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's compliance with the foregoing matters. 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.

The purpose of this report is solely to describe the scope of testing performed on the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.

*James Lambert Riggs
& Associates*

James, Lambert, Riggs and Associates, Inc.
Hammond, Louisiana

May 6, 2019

Louisiana Attestation Questionnaire

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

February 4, 2019 (Date Transmitted)

James, Lambert, Riggs and Associates, Inc. (CPA Firm Name)
401 East Thomas Street (CPA Firm Address)
Hammond, Louisiana 70401 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2018 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

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

Yes [X] No [] N/A []

Code of Ethics for Public Officials and Public Employees

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

Yes [X] No [] N/A []

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

Yes [X] No [] N/A []

Budgeting

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

Yes [X] No [] N/A []

Accounting and Reporting

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

Yes [X] No [] N/A []

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

Yes [X] No [] N/A []

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

Yes [X] No [] N/A []

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes [X] No [] N/A []

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

Yes [X] No [] N/A []

Meetings

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

Yes [X] No [] N/A []

Debt

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

Yes [X] No [] N/A []

Advances and Bonuses

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

Yes [X] No [] N/A []

Prior-Year Comments

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

Yes [X] No [] N/A []

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 [] N/A []

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

Yes [X] No [] N/A []

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 [] N/A []

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

Yes No N/A

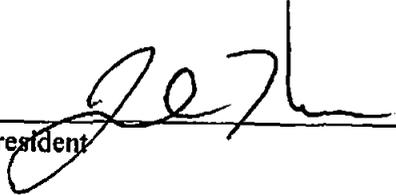
We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period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

Yes No N/A

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

Yes No N/A

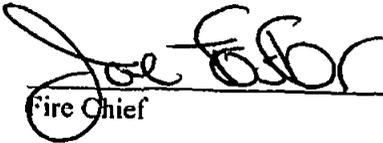
The previous responses have been made to the best of our belief and knowledge.



President

2-4-19

Date



Fire Chief

2/4/19

Date