

**VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7**

Vermilion Parish, Louisiana

Financial Report

Year Ended December 31, 2018

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KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

C. Burton Kolder, CPA*
Victor R. Slaven, CPA*
Gerald A. Thibodeaux, Jr., CPA*
Robert S. Carter, CPA*
Arthur R. Mixon, CPA*
Brad E. Kolder, CPA, JD*
Stephen J. Anderson, CPA*
Christine C. Doucet, CPA
Wanda F. Arcement, CPA, CVA
Bryan K. Joubert, CPA
Matthew E. Margaglio, CPA
Casey L. Ardoin, CPA, CFE

183 S. Beadle Rd. 11929 Bricksome Ave.
Lafayette, LA 70508 Baton Rouge, LA 70816
Phone (337) 232-4141 Phone (225) 293-8300

1428 Metro Dr. 450 E. Main St.
Alexandria, LA 71301 New Iberia, LA 70560
Phone (318) 442-4421 Phone (337) 367-9204

200 S. Main St. 1201 David Dr.
Abbeville, LA 70510 Morgan City, LA 70380
Phone (337) 893-7944 Phone (985) 384-2020

434 E. Main St. 332 W. Sixth Ave.
Ville Platte, LA 70586 Oberlin, LA 70655
Phone (337) 363-2792 Phone (337) 639-4737

* A Professional Accounting Corporation

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Commissioners
Vermilion Parish Fire Protection
District Number 7
Vermilion Parish, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and the major fund of the Vermilion Parish Fire Protection District No. 7 (the District), a component unit of the Vermilion Parish Police Jury, 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 management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA, and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. 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.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 23-24 be presented to supplement the basic financial statements. Such information is presented for purposes of additional analysis 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the representation of management. We have not audited such information; and do not express an opinion on such information.

Management has omitted the management's discussion and analysis information 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.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Abbeville, Louisiana
June 27, 2019

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Statement of Net Position
December 31, 2018

ASSETS

Cash and interest-bearing deposits	\$ 1,491,595
Ad valorem taxes receivable, net	188,671
Accrued interest receivable	4,733
Prepaid expenses	9,380
Capital assets, net	<u>67,811</u>
Total assets	<u>1,762,190</u>

LIABILITIES

Accounts payable	3,869
Payroll liabilities	<u>14,522</u>
Total liabilities	<u>18,391</u>

NET POSITION

Net investment in capital assets	67,811
Unrestricted	<u>1,675,988</u>
Total net position	<u>\$ 1,743,799</u>

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Statement of Activities
Year Ended December 31, 2018

Expenses:	
Public Safety - Fire Protection	<u>\$ 359,575</u>
General revenues:	
Ad valorem taxes	225,086
Interest income	11,594
Miscellaneous income	<u>19,913</u>
Total general revenues	<u>256,593</u>
Change in net position	(102,982)
Net position, beginning	<u>1,846,781</u>
Net position, ending	<u>\$ 1,743,799</u>

See accompanying notes and independent accountant's review report.

FUND FINANCIAL STATEMENTS (FFS)

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Balance Sheet - Governmental Fund
December 31, 2018

ASSETS

Cash and interest bearing deposits	\$ 1,491,595
Ad valorem taxes receivable, net	188,671
Accrued interest receivable	4,733
Prepaid expenses	<u>9,380</u>
Total assets	<u>\$ 1,694,379</u>

LIABILITIES AND FUND BALANCE

Liabilities:	
Accounts payable	\$ 3,869
Payroll liabilities	<u>14,522</u>
Total liabilities	<u>18,391</u>
Fund balance:	
Nonspendable - prepaid	9,380
Unassigned	<u>1,666,608</u>
Total fund balances	<u>1,675,988</u>
Total liabilities and fund balance	<u>\$ 1,694,379</u>

See accompanying notes and independent accountant's review report.

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Position
December 31, 2018

Total fund balance for the governmental funds	\$1,675,988
Capital assets, net	<u>67,811</u>
Total net position of governmental activities	<u>\$1,743,799</u>

See accompanying notes and independent accountant's review report.

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance -
Governmental Fund
Year Ended December 31, 2018

Revenues:	
Ad valorem taxes	\$ 225,086
Interest income	11,594
Miscellaneous income	<u>19,913</u>
Total revenues	<u>256,593</u>
 Expenditures:	
Current -	
Public safety - fire protection	<u>351,470</u>
 Deficiency of revenues over expenditures	(94,877)
 Fund balance, beginning	<u>1,770,865</u>
 Fund balance, ending	<u>\$1,675,988</u>

See accompanying notes and independent accountant's review report.

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
Year Ended December 31, 2018

Net changes in fund balance per Statement of Revenues, Expenditures and Changes in Fund Balances	\$ (94,877)
Depreciation expense	<u>(8,105)</u>
Changes in net position per Statement of Activities	<u><u>\$(102,982)</u></u>

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to Basic Financial Statements

(1) Summary of Significant Accounting Policies

The accompanying financial statements of the Vermilion Parish Fire Protection District Number 7 (the District) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

A. Financial Reporting Entity

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Oversight responsibility by the Police Jury is determined on the basis of the following criteria:

1. Appointment of governing board
2. Designation of management
3. Ability to significantly influence operations
4. Accountability for fiscal matters
5. Scope of public service

Because the Police Jury created the District and appoints its board of commissioners, the District was determined to be a component unit of the Vermilion Parish Police Jury, the governing body of the parish and the governmental body with oversight responsibility. The accompanying financial statements present information only on the fund maintained by the District and do not present information on the Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the governmental reporting entity.

The Vermilion Parish Fire Protection District Number 7 (the District) was created under the authority of Louisiana Revised Statute 40:1491-1509. The District was created for the purpose of overseeing the fire protection services for the seventh ward of Vermilion Parish. As provided by Louisiana Revised Statute 40:1496, the District is governed by five commissioners. These five commissioners are collectively referred to as the board of commissioners and are appointed by the Vermilion Parish Police Jury. The District is a component unit of the Vermilion Parish Police Jury, the governing body of the Parish and the governmental body with oversight responsibility.

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to Basic Financial Statements

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the reporting government as a whole. These statements include all the financial activities of the reporting entity. The District has no business-type activities.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of services offered by the District, and (b) grants and contributions that are restricted to meeting the operational or capital requirement of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements (FFS)

The accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The District maintains only one fund. It is categorized as a governmental fund. The emphasis on fund financial statements is on major governmental funds. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets and deferred outflows of resources, liabilities and deferred inflow of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to Basic Financial Statements

The major fund of the District is described below:

Governmental Fund –

General Fund – This fund is the primary operating fund of the District and it accounts for the operations of the District. The General Fund is available for any purpose provided it is expended in accordance with state and federal laws and according the District policy.

C. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net position and the statement of activities, governmental activities are presented using the “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net position.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate. The governmental fund utilizes a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on the balance sheet. The operating statement presents sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the District operations.

Basis of Accounting

In the government-wide statement of net position and statement of activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to Basic Financial Statements

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 after the fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Revenues

Intergovernmental revenues and fees, charges and commissions for services are recorded when the District is entitled to the funds.

Ad valorem taxes are recorded in the year taxes are due and payable. Ad valorem taxes are assessed in November, by the Parish Assessor, based on the assessed value and become due on November 15 of each year. The taxes become delinquent on January 1. An enforceable lien attaches to the property as of January 1. The taxes are generally collected in December, January, and February of the fiscal year. Taxes are reported net of an allowance for uncollectable of \$17,959.

The District uses unrestricted resources only when restricted resources are fully depleted.

Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures

The primary expenditures include salaries and insurance, which are recorded when the liability is incurred. Capital expenditures and purchases of various operating supplies are regarded as expenditures at the time purchased.

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Equity

Cash and interest-bearing deposits

For purposes of the statement of net position, cash and interest bearing deposits include all demand accounts, saving accounts, and certificates of deposits.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include ad valorem taxes.

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to Basic Financial Statements

Prepaid Expenses

All insurance policies are paid in full at the time of renewal and expenses are allocated evenly throughout the policy period to ensure proper matching of expenses to revenues. At year end, the District had prepaid insurance in the amount of \$9,380.

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. The District maintains a threshold level of \$500 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

	<u>Estimated Useful Lives</u>
Buildings and Improvements	20-25 years
Machinery and Equipment	5-15 years

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

Compensated absences

The District provides sick leave and vacation for its employees as legislated by the State of Louisiana under Revised Statutes 33:1995 and 33:1996. Every fireman in the employ of a municipality, parish or fire protection district shall be entitled to full pay during sickness or incapacity not brought about by his own negligence or culpable indiscretion for a period of not less than fifty-two weeks. Firemen in municipalities, parishes and fire protection districts, after having served one year, shall be entitled to an annual vacation of eighteen days with full pay. Any vacation not used by year end is paid out on the last payroll of the year. This vacation period shall be increased one day for each year of service over ten years, up to a maximum vacation period of thirty days, all of which shall be with full pay. The vacation privileges herein provided for shall not be forfeited by any member of the department for any cause. Firemen employed on January 6, 1969 shall have their present longevity considered as a factor in the computation of their vacation benefits as provided herein.

VERMILION PARISH FIRE PROTECTION
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Notes to Basic Financial Statements

The provisions of this section shall in no way be construed to affect in any manner any presently existing system of computing vacation periods under which greater vacation benefits are granted than those provided for herein and the same shall continue in full force and effect.

The District currently accrues 144 hours per year (eighteen days) for each full-time employee with greater than one year of service. As of December 31, 2018, compensated absences amounted to \$2,992. This amount is included in payroll liabilities on the District's government wide statement of net position and in the balance sheet.

Deferred Outflows of Resources and Deferred Inflows of Resources

In addition to assets, the statement of net position and or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position and or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Equity classifications

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of net capital assets reduced by the outstanding balances of any debt obligation and deferred inflows of resources attributable to the acquisitions, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.
- b. Restricted net position – Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use, either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to Basic Financial Statements

In the fund statements, governmental fund equity is classified as fund balance as follows.

Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – amounts that can be used only for specific purposes determined by a formal action of the District board members. The Board is the highest level of decision-making authority for the District. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by board members.

Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the District's adopted policy, only Board members may assign amounts for specific purposes.

Unassigned – all other spendable amounts.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless Board members have provided otherwise in its commitment or assignment actions.

E. Estimates

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

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to Basic Financial Statements

(2) Cash and Interest-Bearing Deposits

Under state law, the District may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The District may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

These deposits are stated at cost, which approximates market. Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the District's deposits may not be recovered or will not be able to recover the collateral securities that are in the possession of an outside party. The District does not have a policy for custodial credit risk; however, 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 pledging financial institution. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the financial institution. These securities are held in the name of the pledging financial institution in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances), are as follows:

Bank balances	<u>\$1,491,595</u>
Deposits are secured as follows:	
Federal deposit insurance	500,000
Uninsured and collateral held by the pledging bank, not in the District's name	<u>991,595</u>
Total	<u>\$1,491,595</u>

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to Basic Financial Statements

(3) Capital Assets

Capital assets activity was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets being depreciated -				
Furniture and fixtures	\$ 7,037	\$ -	\$ -	\$ 7,037
Equipment	39,987	-	-	39,987
Buildings	113,828	-	-	113,828
Building improvements	5,505	-	-	5,505
Rita improvement to buildings	10,558	-	-	10,558
Vehicles	241,101	-	-	241,101
Fire fighting equipment	<u>157,157</u>	<u>-</u>	<u>-</u>	<u>157,157</u>
Total capital assets being depreciated	575,173	-	-	575,173
Less accumulated depreciation	<u>499,257</u>	<u>8,105</u>	<u>-</u>	<u>507,362</u>
Governmental activities, capital assets, net	<u>\$ 75,916</u>	<u>\$ (8,105)</u>	<u>\$ -</u>	<u>\$ 67,811</u>

Depreciation expense in the amount of \$8,105 was charged to the public safety function.

(4) Compensation, Benefits, and other Payments to President

A detail of compensation, benefits, and other payments paid to President Johnny Choate is as follows:

<u>Purpose</u>	<u>Amount</u>
Salary	<u>\$ 11,223</u>

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to Basic Financial Statements

(5) Compensation Paid Board of Commissioners

A summary of compensation paid to the board of commissioners is as follows:

Tony Morgan	\$ 800
James Lemaire	700
Bryan Boudreaux	<u>600</u>
Total	<u>\$ 2,600</u>

(6) Litigation

There was no litigation pending against the District at December 31, 2018.

(7) Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the District carries commercial insurance. There have been no significant reductions in the insurance coverage during the year.

**REQUIRED
SUPPLEMENTARY INFORMATION**

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana
General Fund

Budgetary Comparison Schedule
Year Ended December 31, 2018

	Budget		Actual	Variance -
	Original	Final		Favorable (Unfavorable)
Revenues:				
Ad valorem taxes	\$ 320,000	\$ 212,200	\$ 225,086	\$ 12,886
Interest income	14,100	13,900	11,594	(2,306)
Miscellaneous income	<u>38,400</u>	<u>20,100</u>	<u>19,913</u>	<u>(187)</u>
Total revenues	<u>372,500</u>	<u>246,200</u>	<u>256,593</u>	<u>10,393</u>
Expenditures:				
Current -				
Public safety - fire protection	<u>347,800</u>	<u>375,600</u>	<u>351,470</u>	<u>24,130</u>
Excess (deficiency) of revenues over expenditures	24,700	(129,400)	(94,877)	34,523
Fund balance, beginning	<u>1,770,865</u>	<u>1,770,865</u>	<u>1,770,865</u>	-
Fund balance, ending	<u>\$1,795,565</u>	<u>\$1,641,465</u>	<u>\$1,675,988</u>	<u>\$ 34,523</u>

See independent accountant's review report.

VERMILION PARISH FIRE PROTECTION
DISTRICT NUMBER 7
Vermilion Parish, Louisiana

Notes to the Budgetary Comparison Schedule

(1) Budgets and Budgetary Accounting

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
- b. The budget is employed as a management control device during the year that assists its user in financial activity analysis.
- c. Any changes in the proposed annual operating budget require a majority vote of the Board of Commissioners.
- d. No later than the last regular meeting of the fiscal year, the Board of Commissioners adopts the annual operating budget for the ensuing fiscal year.
- e. All budget appropriations lapse at year-end. The budgets presented are the originally adopted budget and the final amended budget.

**ATTESTATION REPORT AND
QUESTIONNAIRE**

KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners
Vermilion Parish Fire Protection
District Number 7 and the
Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by the management of the Vermilion Parish Fire Protection District Number 7 (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 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. 38:211-2296 (the public bid law, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no expenditures made during the year which exceeded \$30,000 for materials and supplies or \$154,450 for public works.

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 RS 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 in agreed-upon procedure (3) appeared on the list provided by management in 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 the documentation for the adoption of the budget and approval of any amendments to the minute book and report whether there are any exceptions.

The Original 2018 budget was traced to the December 18, 2017 board meeting minutes. It was noted that the District amended the original 2017 Budget at the December 16, 2018 board meeting.

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 exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fail to meet budgeted revenues by more than 5% and actual expenditures did not exceed budgeted amounts by more than 5%.

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 agree 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.

No exceptions noted.

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

Inspection of documentation supporting each of the six selected disbursements indicated approval from the proper authorities. In addition, each of the disbursements was traced to the district's minute book where they were approved by the full commission.

Meetings

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

Vermilion Parish Fire Protection District No. 7 is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. Management has asserted that such documents were properly posted.

Debt

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

Advances and Bonuses

- 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, advance, or gifts.

We scanned the payroll disbursements and read the meeting minutes of the District's board of commissioners for the fiscal year. We found no payments or approval of payments to employees which 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 Fire District's report was timely reported in accordance with R.S. 24:513.

14. Inquire of management and report whether the agency entered into any contract 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).

Management represented that the Fire District was not on the noncompliance list at any time during the fiscal year.

Prior Comments and Recommendations

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

Our prior year report, dated June 20, 2018, included suggestions, exceptions, recommendations, or comments that have been resolved.

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 perform 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 Legislative Auditor as a public document.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Abbeville, Louisiana
June 27, 2019

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

6/18/2019 (Date Transmitted)

Kolder, Slaven, & Co., LLC (CPA Firm Name)
200 S Main St (CPA Firm Address)
Abbeville, LA 70510 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of 12/31/18 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

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

Yes No

Code of Ethics for Public Officials and Public Employees

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

Yes No

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

Yes No

Budgeting

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

Yes No

Accounting and Reporting

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

Yes No

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

Yes No

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

Yes No

We 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 No

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

Yes No

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.
Yes [] No []

Debt

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

Advances and Bonuses

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

Prior-Year Comments

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

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.
Yes [] No []

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

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.
Yes [] No []

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

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.
Yes [] No []

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.
Yes [] No []

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

Tomy Morgan

Secretary 6-18-19 Date

Treasurer _____ Date

John Chate

President 4/18/19 Date