

CADDO PARISH FIRE DISTRICT NO. 8

VIVIAN, LOUISIANA

FINANCIAL STATEMENTS

December 31, 2017

Marsha O. Millican  
A Professional Accounting Corporation  
Shreveport, Louisiana

**CADDO PARISH FIRE DISTRICT NO. 8**

**TABLE OF CONTENTS**

**December 31, 2017**

	<u>Page</u>
Independent Auditor's Report	1-2
Management's Discussion and Analysis	3-7
Basic Financial Statements:	
Government Wide Financial Statements	
Statement of Net Position	8
Statement of Activities	9
Fund Financial Statements	
Balance Sheet - Governmental Funds	10
Reconciliation of Fund Balances on the Balance Sheets for Governmental funds to Net Assets of Governmental Activities on the Statement of Net Position	11
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	12
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	13
Notes to Financial Statements	14-29
Required Supplementary Information:	
Schedule of Budgetary/GAAP Reporting Reconciliation - General Fund	30
Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual (Cash Basis) - General Fund	31
Schedule of Employer's Share of Net Pension Liability	32
Schedule of Employer Contributions	33
Notes to Retirement System Schedules	34
Other Supplementary Information	
Schedule of Compensation, Reimbursements, Benefits, and Other Payments to Agency Head	35

**CADDO PARISH FIRE DISTRICT NO. 8**

TABLE OF CONTENTS

December 31, 2017

Independent Auditor's Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of the Basic Financial Statements in Accordance with <i>Governmental Auditing Standards</i>	36-37
Corrective Action Taken on Prior Year Findings	38
Schedule of Findings and Questioned Costs	39
Independent Accountant's Report on State-Wide Agreed Upon Procedures	40-48



# Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

## Independent Auditor's Report

To the Board of Commissioners  
Caddo Parish Fire District No. 8  
Vivian, Louisiana

### **Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities of Caddo Parish Fire District No. 8 (the District), a component unit of the Caddo Parish Commission as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **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.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Caddo Parish Fire District No. 8, as of December 31, 2017, and the changes in financial position

for the year then ended 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 Management's Discussion and Analysis, budgetary comparison information, schedule of employer's share of net pension liability, and schedule of employer pension contributions be presented to supplement the basic financial statements. Such information is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

***Other Supplementary Information***

My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of detailed governmental expenditures - General Fund and schedule of compensation, reimbursements, benefits, and other payments to the agency head are presented for purposes of additional analysis and are not a required part of the basic financial statements. The 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. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, I have also issued my reported dated June 6, 2018 on my consideration of Caddo Parish Fire District No. 8's internal control over functional reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Caddo Parish Fire District no. 8's internal control over financial reporting and compliance.



Certified Public Accountant  
June 6, 2018

**CADDO PARISH FIRE DISTRICT NO. 8**  
**1007 SPRUCE STREET**  
**VIVIAN, LOUISIANA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

This section of Caddo Parish Fire District No. 8's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on December 31, 2017. Please read it in conjunction with the District's financial statements, which follows this section.

FINANCIAL HIGHLIGHTS

The District had net position of \$1,467,448 at year end which represents an increase from the prior year of \$10,106.

OVERVIEW OF THE FINANCIAL STATEMENTS

These financial statements consist of the following - Management's Discussion and Analysis (this section), the basic financial statements, and Notes to Financial Statements. These components are described below:

***Basic Financial Statements***

This annual report consists of a series of financial statements. The Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and provide information about the activities of the District as a whole and present a longer-term view of the District's finances. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report the District's net position and changes in them. You can think of the District's net position, the difference between assets and liabilities, as one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position are one indicator of whether its financial health is improving or deteriorating.

## FINANCIAL ANALYSIS OF THE ENTITY

### *Net Position*

Net position may serve over time as a useful indicator of the District's financial position. The District's assets exceeded liabilities by \$1,467,448 as of December 31, 2017.

The District's major assets are its fixed assets of \$1,687,465 representing its investment in capital assets such as land, buildings and improvements, equipment and furniture, less the related debt used to acquire those assets that is still outstanding. The District owed \$ 710,659 at year end on the debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to the citizens of the District; consequently, these assets are not available for future spending. Revenues needed to repay the related debt will be provided through tax assessments on property located within the District.

### **Caddo Parish Fire District No. 8 December 31,**

	<b>2017</b>	<b>2016</b>
Current assets	\$ 1,274,647	\$ 1,178,335
Capital assets	1,687,465	1,097,113
Total Assets	<u>2,962,112</u>	<u>2,275,448</u>
Deferred Outflows of Resources	<u>116,181</u>	<u>247,336</u>
Current liabilities	69,688	10,988
Noncurrent liabilities	1,248,808	839,608
Total liabilities	<u>1,318,496</u>	<u>850,596</u>
Deferred inflows of resources	<u>292,349</u>	<u>214,846</u>
Net position:		
Invested in capital assets, net of related debt	976,806	1,097,113
Unrestricted	<u>490,642</u>	<u>360,229</u>
Net Position	<u>\$ 1,467,448</u>	<u>\$ 1,457,342</u>

### *Changes in Net Position*

The District's net position increased by \$10,106 during the year ended December 31, 2017. Approximately 61% (\$933,910) of the District's total revenue was derived through property taxes, while approximately 24% (\$244,213) was derived through charges for structure fees. Expensed incurred by the District are primarily for the provision of fire protection and emergency medical treatment to the citizens of the District. Approximately 50% (\$492,003) of the District's expenses are for salaries and related payroll taxes and employee benefits.

In 2017, governmental activity revenue exceeded expenses, resulting in an increase in net position of \$10,106.

#### **Caddo Parish Fire District No. 8's Changes in Net Position For the Year Ended December 31,**

	<u>2017</u>	<u>2016</u>
<b>Revenues:</b>		
Program revenues:		
Intergovernmental	\$ 88,348	\$ 74,685
Grants	-	-
General revenues:		
Property taxes and structure fees	878,123	919,164
Other	71,935	58,938
	<u>1,038,406</u>	<u>1,052,787</u>
<b>Expenses:</b>		
Public safety - fire protection	1,009,318	1,019,102
Interest on long-term debt	18,982	5,225
	<u>1,028,300</u>	<u>1,024,327</u>
Increase (Decrease) in net position	<u>\$ 10,106</u>	<u>\$ 28,460</u>

## **FINANCIAL ANALYSIS OF THE DISTRICT'S INDIVIDUAL FUNDS**

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

### ***Governmental Funds***

The focus of the District's governmental funds is to provide information on the near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the District's net resources available for spending at the end of the year.

As of the end of the current year, the District's governmental funds reported combined ending fund balances of \$1,196,512.

Fund balance of \$1,184,792 was unreserved at year end and available for spending in the coming year.

The general fund is the chief operating fund of the District. As a measure of the general fund's liquidity, it may be useful to compare the unreserved fund balance to total fund expenditures. The fund balance of the general fund increased by \$108,988 during 2017.

## **GENERAL FUND BUDGETARY HIGHLIGHTS**

Formal budgetary integration is employed as a management control device during the fiscal year. The budget policy of the District complies with state law, as amended, and as set forth in Louisiana Revised Statutes Title 39, Chapter 9, Louisiana Local Government Budget Act (LSA - R.S. 39:1301 et seq).

The actual expenditures were \$126 more than budgeted; and the actual revenues exceeded budgeted amounts by \$2,292.

## **CAPITAL ASSET AND DEBT ADMINISTRATION**

### ***Capital Assets***

The District's investment in capital assets for its governmental activities as of December 31, 2017, totaled \$3,832,403 net of accumulated depreciation of \$2,144,938 leaving a book value of \$1,687,465. This investment in capital assets includes fire stations (land, buildings and improvements), fire trucks, emergency response vehicles, fire fighting and rescue equipment, office equipment and furniture (equipment and furniture).

Actual costs to purchase capital assets were \$780,876 for the year. Depreciation charges for the year totaled \$190,524. Retirements were \$169,974 for the year.

***Debt Administration***

The District incurred debt of 768,530 during the year to purchase fire fighting equipment. The balance owed at December 31, 2017 was \$710,659.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The following economic factors were considered when the budget for the fiscal year ended December 31, 2018 was prepared.

Revenues are expected to stay consistent for 2018.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the finances of the Caddo Parish Fire District No. 8 for all of the District's citizens, taxpayers, investors, and creditors. The financial report seeks to demonstrate the District's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Mr. Jay Paulette, Fire Chief, Caddo Parish Fire District No. 8, 1007 Spruce Street, Vivian, Louisiana 71082, or by calling (318)375-3233.

**CADDO PARISH FIRE DISTRICT NO. 8**

Statement of Net Position

December 31, 2017

	<u>Governmental Activities</u>
<b>Assets</b>	
Cash and cash equivalents	\$ 361,841
Ad valorem taxes receivable	670,241
Fire protection service charges receivable	230,845
Prepaid Insurance	11,720
Capital assets - net of accumulated depreciation	<u>1,687,465</u>
Total Assets	<u>2,962,112</u>
<b>Deferred Outflows of Resources</b>	
	<u>116,181</u>
<b>Liabilities</b>	
Accounts payable	11,817
Capital lease payable - due within one yuear	57,871
Long term liabilities	
Capital lease payable - due after one year	652,788
Net pension liabilities	<u>596,020</u>
Total Liabilities	<u>1,318,496</u>
<b>Deferred Inflows of Resources</b>	
	<u>292,349</u>
<b>Net Position</b>	
Invested in capital assets, net of related debt	976,806
Unrestricted	<u>490,642</u>
Net Position	<u>\$ 1,467,448</u>

The notes to the financial statements are an integral part of this statement.

**CADDO PARISH FIRE DISTRICT NO. 8**

Statement of Activities

For the Year Ended December 31, 2017

	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Operating Grants	Capital Grants and Contributions	
<b>Governmental Activities:</b>				
Public safety-fire protection	\$ 1,009,318	\$ -	\$ 7,950	\$ (1,001,368)
Interest on long term debt	18,982	-	-	(18,982)
Total Governmental Activities	\$ 1,028,300	\$ -	\$ 7,950	\$ (1,020,350)
<b>General Revenues:</b>				
Taxes				
Ad valorem taxes				633,910
Service fees				244,213
State fire insurance rebate				34,965
State revenue sharing				3,598
State supplemental pay				41,835
Non-employer contributions				26,332
Interest Earned				7,758
Miscellaneous				37,845
Total General Revenues				1,030,456
Change in Net Position				10,106
<b>Net Position, beginning of year,</b>				1,457,342
<b>Net Position, end of year</b>				\$ 1,467,448

The notes to the financial statements are an integral part of this statement.

**CADDO PARISH FIRE DISTRICT NO. 8**

Balance Sheet  
General Fund  
December 31, 2017

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<b>ASSETS</b>	
Cash	\$ 361,841
Ad valorem taxes receivable	670,241
Fire protection service charges receivable	230,845
Due from other funds	-
Prepaid insurance	11,720
	<hr/>
Total Assets	\$ 1,274,647
	<hr/> <hr/>
 <b>LIABILITIES AND FUND BALANCES</b>	
Liabilities	
Accounts payable and accruals	\$ 11,817
Due to other funds	-
Deferred revenue	66,318
	<hr/>
Total Liabilities	78,135
 Fund Balances	
Nonspendable	
Prepaid insurance	11,720
Unassigned	1,184,792
	<hr/>
Total Fund Balances	1,196,512
	<hr/>
Total Liabilities and Fund Balances	\$ 1,274,647
	<hr/> <hr/>

The notes to the financial statements are an integral part of this statement.

**CADDO PARISH FIRE DISTRICT NO. 8**

Reconciliation of Fund Balances on the Balance Sheet  
for Governmental Funds to Net Position of  
Governmental Activities on the Statement of Net Position  
Year Ended December 31, 2017

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Fund Balances - Total Governmental Funds	\$ 1,196,512
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:

Add: Capital Assets	3,832,403
Deduct: Accumulated Depreciation	(2,144,938)

Certain liabilities, such as debt and pension liability are not due and payable in the current period and therefore are not reported in the funds.

Deduct: Long term debt	(710,659)
Pension liability	(596,020)

Other long term assets are not available to pay for current period expenditures and are deferred in the funds. 66,318

Deferred outflows of resources related to net pension liability are not available resources and, therefore, are not reported in the funds. 116,181

Deferred inflows of resources related to net pension liability are not payable from current expendable resources, and, therefore, are not reported in the funds. (292,349)

Net Position of Governmental Activities	<u><u>\$ 1,467,448</u></u>
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**The notes to the financial statements are an integral part of this statement.**

**CADDO PARISH FIRE DISTRICT NO. 8**

Statement of Revenues, Expenditures and Changes in Fund Balance  
General Fund  
For the Year Ended December 31, 2017

	<u>General Fund</u>
<b>Revenues:</b>	
Ad valorem taxes	\$ 623,781
Fire protection fees	240,837
Intergovernmental revenues:	
Grants	7,950
State fire insurance rebate	34,965
State revenue sharing	3,598
State supplemental pay	41,835
Interest earned	7,758
Miscellaneous	<u>37,845</u>
Total Revenues	<u>998,569</u>
<b>Expenditures:</b>	
Current:	
Fire protection	
Debt service:	1,581,258
Principal	57,871
Interest	<u>18,982</u>
Total Expenditures	<u>1,658,111</u>
Net change in fund balance before other sources	(659,542)
<b>Other Sources:</b>	
Proceeds from borrowing	<u>768,530</u>
Net change in fund balance	108,988
Fund Balances, Beginning of Year	<u>1,087,524</u>
Fund Balances, End of Year	<u><u>\$ 1,196,512</u></u>

The notes to the financial statements are an integral part of this statement.

## CADDO PARISH FIRE DISTRICT NO. 8

### Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities Year Ended December 31, 2017

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

<b>Net Change in Fund Balances - Total Governmental Funds</b>	<b>\$ 108,988</b>
Governmental Funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay (\$780,876) exceeds depreciation (\$190,524).	590,352
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	
Net effect of prior and current year deferred revenue.	(13,505)
Effects of borrowing	(768,530)
Payments on debt are recorded as expenditures in the funds, but are recorded in the statement of net position as a reduction in liabilities.	57,871
Effects of recording net pension liability and deferred inflows and outflows of resources related to net pension liability:	
Decrease in pension expense	8,598
Nonemployer pension contribution revenue	<u>26,332</u>
Change in Net Position of Governmental Activities	<u><u>\$ 10,106</u></u>

The notes to the financial statements are an integral part of this statement.

## CADDO PARISH FIRE DISTRICT NO. 8

Notes to Financial Statements  
December 31, 2017

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### **INTRODUCTION**

Caddo Parish Fire District No. 8 ("the District") was created by the Caddo Parish Commission by ordinance as provided under the Louisiana Revised Statutes 40:1496. The District is a component unit of the Caddo Parish Commission and is governed by a board of commissioners, who are appointed by the Caddo Parish Commission. The purpose of the District is to provide fire protection and emergency services to the residents of the District.

#### **1. *Summary of Significant Accounting Policies:***

The accompanying financial statements of the District have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB). In June, 1999 the GASB issued Statement 34, *Basic Financial Statements - and Managements Discussion Analysis - for State and Local Governments* and Statement 35, *Basic Financial Statements - and Management's Discussion and Analysis for Public Colleges and Universities*. These Statements establish new financial reporting requirements for state and local governments and public colleges and universities throughout the United States. They require new information and restructure much of the information that governments have presented in the past. Comparability with reports issued in prior years affected.

The District has implemented GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*; GASB Statement No. 37, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments; Omnibus*; GASB Statement No. 38, *Certain Financial Statement Note Disclosures*; and Government Accounting Standards Board Interpretation No. 6, *Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements*.

#### **Reporting Entity**

The basic criterion for determining whether a governmental department, agency, institution, commission, public authority, or other governmental organization should be included in a primary governmental unit's reporting entity is financial accountability. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and (1) the ability of the primary government to impose its on that organization or (2) the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government.

The District is a component unit of the Caddo Parish Commission, the financial reporting entity. The Commission is financially accountable for the District because it appoints a voting majority of the board has the ability to impose its will on the District.

## CADDO PARISH FIRE DISTRICT NO. 8

Notes to Financial Statements  
December 31, 2017

### 1. *Summary of Significant Accounting Policies (continued):*

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

#### **Government-Wide and Fund Financial Statements**

The government-wide financial statements (the statement of net assets and the statement of activities) information of all nonfiduciary activities of the District. The statement of activities demonstrates the to which the direct expenses of a given function segment, or component unit are offset by program Direct expenses are those that are clearly identifiable with a specific function, segment or component unit. Program revenues include charges to customers who purchase, use or directly benefit from goods, services, or privileges provided by a given function, segment or component unit. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function, segment or component unit. Taxes and other items not properly included among program are reported instead as general revenues. The District consists of one program - fire protection.

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

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

Government-Wide Accounting - In accordance with Government Accounting Standards Board Statement 34, the District has presented a Statement of Net Position and a Statement of Activities for the District as a whole. Government-wide accounting is designed to provide a more comprehensive view of the operations and financial position as a single economic entity.

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

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

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

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

## CADDO PARISH FIRE DISTRICT NO. 8

Notes to Financial Statements  
December 31, 2017

### 1. *Summary of Significant Accounting Policies (continued):*

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

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

Operating grants and contributions, whether operating or capital in nature, are revenues arising from that are restricted for operating purposes of a program. Supplemental salaries paid to the firefighters by the State of Louisiana, state revenue sharing, and fire insurance rebates are reported as operating grants and contributions.

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

Government-Wide Financial Statements - The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Government Fund Financial Statements - The governmental financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Principal revenue sources considered to be susceptible to accrual include property taxes, service fees, and interest on investments. Other revenues are considered to be measurable and available only when cash is received by the District.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. to the accrual basis of accounting include:

Interest on general long-term obligations is recognized when paid.

## CADDO PARISH FIRE DISTRICT NO. 8

Notes to Financial Statements  
December 31, 2017

### 1. *Summary of Significant Accounting Policies (continued):*

#### **Fund Accounting**

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

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

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

#### **Budget and Budgetary Control**

A budget for the ensuing year is prepared by the fire chief and approved by the board of commissioners prior to December 31st of each year. The proposed budget is prepared on a cash basis of accounting that is a comprehensive basis of accounting other than Generally Accepted Accounting Principles (GAAP). budget is legally adopted and amended, as necessary, by the board of commissioners. The board reserves all authority to make changes to the budgets. Unexpended appropriations lapse at year end and must be re-appropriated in the next year's budget to be expended. The budget was amended in 2017.

Formal integration of the budget into the accounting records is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

#### **Cash and Cash Equivalents**

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

## CADDO PARISH FIRE DISTRICT NO. 8

Notes to Financial Statements  
December 31, 2017

### 1. *Summary of Significant Accounting Policies (continued):*

#### **Use of Estimates**

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

#### **Capital Assets**

The District's assets are recorded at historical cost. Capital assets are recorded as expenditures in the governmental financial statements. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are charged to expense as incurred. Depreciation expense is recorded in the government-wide financial statements using the straight-line method over the useful lives of the assets. All assets of the District are reported in the accompanying financial statements.

#### **Long-term obligations**

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

#### **Receivables**

Accounts receivable in all funds report amounts that have arisen in the ordinary course of business.

Governmental fund type receivables consist primarily of amounts due for property taxes and charges for service (structure fees and ambulance fees).

#### **Net Position/Fund Balances**

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

*Invested in Capital Assets, Net of Related Debt* - This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowing attributable to the acquisition, construction, or improvement of capital assets.

**CADDO PARISH FIRE DISTRICT NO. 8**

Notes to Financial Statements  
December 31, 2017

**1. Summary of Significant Accounting Policies (continued):**

**Net Position/Fund Balances (continued)**

*Restricted Net Position* - This category records net position that is restricted by external sources such as banks or by law are reported separately as restricted net assets.

*Unrestricted Net Position* - This category represents net position not appropriable for expenditures or legally separated for a specific future use.

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

*Nonspendable* - This classification includes amounts that cannot be spent that are not in spendable form or legally required to be maintained intact.

*Unassigned* - This classification is the residual fund balance for the General Fund. It represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes.

**2. Cash and Cash Equivalents:**

At December 31, 2017, the District has cash and cash equivalents as follows:

	Bank Balances	Book Balances
Funds on deposit with banks	<u>\$ 272,411</u>	<u>\$ 268,989</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposits insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank that is mutually acceptable to both parties. At December 31, 2017, all deposits were collateralized by FDIC insurance.

**3. Ad Valorem Taxes and Structure Fees:**

Ad Valorem taxes are collected by the Caddo Parish Sheriff and remitted to the District on a monthly basis. For the year ended December 31, 2017, taxes of 12 mils were levied and dedicated to acquisition and maintenance and taxes of 4 mils were levied for maintenance and operations. Total taxes levied were \$670,241. The District also collects a \$75 service charge (structure fee) for each residential or commercial structure. Total service charges levied at December 31, 2017 totaled \$230,925.

**CADDO PARISH FIRE DISTRICT NO. 8**

Notes to Financial Statements  
December 31, 2017

**4. Funds on Deposit with LAMP:**

In addition to a bank, the District also had funds on deposit with Louisiana Asset Management Pool (LAMP). LAMP was established and is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana. LAMP accepts deposits from public entities. Upon the making of an investment, the entity becomes a member of LAMP, Inc., similar to a corporate shareholder, and maintains certain rights with respect to the environment for the placement of public funds in short-term, high-quality vehicles for each residential or commercial structure. The LAMP portfolio includes only securities and obligations for which local governments are authorized to invest. LAMP investments are restricted to securities issued, guaranteed, or backed by the U. S. Treasury, U. S. Government, or one of its agencies. The dollar weighted average portfolio of LAMP assets is restricted to no more than 90 days and consist of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their balances. The District had \$92,852 on deposit with LAMP at December 31, 2017.

**5. Receivables:**

A summary of receivables at December 31, 2017, follows:

	<u>Total</u>	
Ad valorem Taxes	\$	670,241
Service Fees		230,845
	\$	<u>901,086</u>

**6. Capital Assets:**

Capital asset activity for the year ended December 31, 2017 was as follows:

	<u>Beginning Balance</u>	<u>Net Additions</u>	<u>Ending Balance</u>
Government activities:			
Capital assets, being depreciated:			
Buildings & Land	\$ 621,262	\$ -	\$ 621,262
Equipment & furniture	2,575,239	610,902	3,186,141
Total	<u>3,196,501</u>	<u>610,902</u>	<u>3,807,403</u>
Less accumulated depreciation	(2,124,388)	(20,550)	(2,144,938)
Land	25,000	-	25,000
Total	<u>1,097,113</u>	<u>590,352</u>	<u>1,687,465</u>
Net capital assets	<u>\$ 1,097,113</u>	<u>\$ 590,352</u>	<u>\$ 1,687,465</u>

## CADDO PARISH FIRE DISTRICT NO. 8

Notes to Financial Statements  
December 31, 2017

### 6. *Capital Assets (continued)*

Total additions for the year ended December 31, 2017 were \$780,876.

Depreciation expense for the year ended December 31, 2017 was \$190,524.

Retirements for the year ended December 31, 2017 were \$169,974.

### 7. *Firefighters' Retirement System of Louisiana (FRS):*

The District contributes to FRS which is a cost-sharing multiple employer defined benefit pension plan. FRS was established by Act 434 of 1979 to provide retirement, disability and survivor benefits to firefighters in Louisiana.

Benefit provisions are authorized within Act 434 of 1979 and amended by Louisiana revised Statutes 11:2251 - 11:2272, which should be reviewed for more complete information.

Membership is mandatory for any full-time firefighters or any person in a position as defined in the municipal fire and police civil service system who is employed by a fire department of any municipality, parish, or fire prevention district of the State of Louisiana, except Orleans and East Baton Rouge Parishes, who earns at least \$375/month excluding state supplemental pay. Employees of the system are eligible, at their option, to become members of the System. Persons must be under the age of fifty to be eligible for membership unless they become members through merger.

FRS issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at [www.lafirefightersret.com](http://www.lafirefightersret.com) or at [www.la.la.us](http://www.la.la.us).

#### *Benefits Provided*

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

#### **Retirement**

Any member can retire providing he/she meets one of the following criteria:

- |             |  |
|-------------|--|
| -At any age | after 25 years of creditable service provided they have been a member of FRS for at least one year |
| -At age 55  | after 12 years of creditable service   |
| -At age 50  | after 20 years of creditable service   |

Benefit rates for membership, are three and one-third percent of average final compensation per number of years of creditable service not to exceed 100% of average final compensation.

# CADDO PARISH FIRE DISTRICT NO. 1

Notes to Financial Statements  
December 31, 2016

## 6. *Firefighters' Retirement System of Louisiana (FRS)(continued):*

### **Optional Allowances**

Members may receive their benefits as a life annuity, or in lieu of such receive a reduced benefit according to the option selected, which is the actuarial equivalent of the maximum benefit.

**Option 1** - If the member dies before he has received any annuity payments, the present value of his member's annuity as it was at the time of retirement, the balance is paid to the beneficiary.

**Option 2** - Upon retirement, the member receives a reduced benefit. Upon the member's death, the designated beneficiary will continue to receive the same reduced benefit.

**Option 3** - Upon retirement the member receives a reduced benefit. Upon the member's death, the designated beneficiary will receive one-half of the member's reduced benefit.

**Option 4** - Upon retirement, the member elects to receive a board approved benefit payable to the member, the member's spouse, or the member's dependent child, which is actuarially equivalent to the maximum benefit.

### **Initial Benefit Option Plan**

This option is available only to regular retirees who have not participated in the Deferred Retirement Option Plan. Under this option, members may receive an initial benefit plus a monthly retirement allowance which, when combined, equal the actuarially equivalent amount of the maximum retirement allowance. The initial benefit may not exceed an amount equal to thirty-six payments of the member's maximum retirement allowance. The initial benefit can be paid either as a lump-sum payment or placed in an account called an "initial benefit account" with interest credited thereto and monthly payments made from the account.

A member may also elect to receive an actuarially reduced benefit which provides for an automatic 2 1/2% annual compound increase in monthly retirement benefits based on the reduced benefit and commencing on the latter of age fifty-five or retirement anniversary; this COLA is in addition to any ad hoc COLAs which are payable.

### **Deferred Retirement Option Plan (DROP)**

In lieu of terminating employment and accepting a service retirement allowance, any member of the system who has at least twenty-five years of creditable service and who is eligible to receive a service retirement allowance may elect to participate in DROP for up to thirty-six months and defer the receipt of benefits. Upon commencement of participation in the plan, membership in the system terminates and neither the employee nor employer contributions are payable. Compensation and creditable service will remain as they existed on the effective date of commencement of participation in the plan. The monthly retirement benefits that would have been payable, had the member elected to cease employment and receive a service retirement

## CADDO PARISH FIRE DISTRICT NO. 8

Notes to Financial Statements  
December 31, 2017

### 7. *Firefighters' Retirement System of Louisiana (FRS)(continued):*

allowance, are paid into DROP account. Upon termination of employment at the end of the specified of participation, a participant in the program may receive, at his option, a lump sum payment from the account equal to the payments to the account, or a true annuity based upon his account, or he may elect any other method of payment if approved by the Board of Trustees. The monthly benefits that were being paid into the fund during the period of participation will begin to be paid to the retiree. If employment is not terminated at the end of thirty-six months, payment into the account cease; and the member resumes active contributing membership in the system. If the participant dies during the period of participation in the program, a lump-sum payment equal to his/her balance is paid to his/her named beneficiary or, if none, to his/her estate; in addition, normal survivor benefits are payable to survivors of retirees.

#### **Disability Benefits**

Any member who has been officially certified as totally disabled solely as a result of injuries sustained in the performance of his official duties, or for any cause, provided the member has at least five years of of creditable service and provided that the disability was incurred while the member was an active contributing member, is entitled to disability benefits. Any member under the age of fifty who becomes totally disabled will receive a disability benefit equal to 60% of final compensation for an injury received in the line of duty; or 75% of accrued retirement benefit with a minimum of 25% of average salary for an injury received, even though not in the line of duty. Any member age fifty or older who becomes totally disabled as a result of an injury sustained in the line of duty is entitled to disability benefit equal to the greater of 60% of final compensation or his accrued retirement benefit. Any member age fifty or older who becomes totally disabled as a result of any injury, even though not in the line of duty, is entitled to a disability benefit equal to his accrued retirement benefit with a minimum of 25% of average salary. The surviving spouse if a member who was on disability retirement at the time of death receives a benefit of \$200/month. When the member takes disability retirement, he/she may in addition take an actuarially reduced benefit in which case the member's surviving spouse receives 50% of the disability benefit being paid immediately prior to the death of the disability retiree. The retirement system may reduce benefits paid to a disability retiree who is also receiving workers compensation payments.

#### **Survivor's Benefits**

Benefits are payable to survivors of a deceased member who dies and is not eligible for retirement as follows: If any member is killed in the line of duty and leaves a surviving eligible spouse, the spouse is entitled to an annual benefit equal to two-thirds of the deceased member's final compensation. If any member dies from a cause not in the line of duty, the surviving spouse is entitled to an annual benefit equal to 3% of the deceased member's average final compensation multiplied by his/her total years of creditable service; however, in no event is the annual benefit less than 40% nor more than 60% of the deceased member's average final compensation. Children of the deceased member who are under the age of eighteen years are entitled to the greater of \$200/month or 10% of average final compensation (not to 100% of average final compensation) until reaching the age of twenty-two if enrolled full-time in an institution of higher learning, unless the surviving child is physically handicapped or mentally retarded in which case the benefit is payable regardless of age. If a deceased member dies leaving no surviving spouse,

## CADDO PARISH FIRE DISTRICT NO. 8

Notes to Financial Statements  
December 31, 2017

### 7. *Firefighters' Retirement System of Louisiana (FRS)(continued):*

but at least one minor child, each child is entitled to receive 40% of the deceased's average final compensation, not to exceed an aggregate of 60% of average final compensation.

#### **Cost-of-Living Increases**

Under the provisions of R.S. 11:246 and 11:2260A(7), the Board of Trustees is authorized to grant retired members and widows of members who have retired an annual cost-of-living adjustment (COLA) increase up to 3% of their current benefit, and all retired members and widows who are sixty-five years of age and older a 2% increase in their original benefit. In order for the board to grant either of these increases the system must meet certain criteria detailed in the statute related to funding status and interest earning (R.S 11:243). In lieu of these cost-of-living adjustments, pursuant to R.S. 11:241, the board may also grant an increase in the form of " $X(A=B)$ " where "X" is any amount up to \$1/month, and "A" is equal to the number of years of credited service accrued at retirement or at death of the member or retiree, and "B" is equal to the number of years since retirement or since death of the member or retiree to June 30, of the initial year of such increase.

#### **Contributions**

Employer contributions are actuarially determined each year. For the measurement date of June 30, 2017, employer and employee contributions for members above the poverty line were 27.25% and 10%, respectively. The employer and employee contribution rates for those members below the poverty line were 29.25% and 8.0%, respectively.

The system also receives insurance premium tax monies as additional employer contributions. The tax is considered support from a non-contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions are recognized as revenue, but are not considered special funding situations.

The District's contractually required composite contribution rate for the year ended December 31, 2017, 26.25% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. With an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the District were \$103,071 for the year ended December 31, 2017.

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

At December 31, 2017, the District reported a liability of \$596,290 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2017 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The District's proportion of the Net Pension Liability was based on a projection of the District's long-term share of the contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2017, the District's proportion was .104031% which was

**CADDO PARISH FIRE DISTRICT NO. 8**

Notes to Financial Statements  
December 31, 2017

**7. Firefighters' Retirement System of Louisiana (FRS)(continued):**

a decrease of .002437% from its proportion measured as of June 30, 2017.

For the year ended December 31, 2016, the District recognized reduced pension expense of \$8,598 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$85.

As of December 31, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 33,253
Changes in assumption	24,940	142
Net difference between projected and actual earnings on pension plan investments	51,298	-
Changes in employer's portion of beginning net pension liability	6,586	258,954
Differences between employer contributions and proportionate share of employer contributions	(159)	-
Subsequent Measurement Contributions	33,516	-
<b>Total</b>	<b>\$ 116,181</b>	<b>\$ 292,349</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in the pension expense as follows:

Year ended June 30:	
2018	\$ (26,189)
2019	(15,917)
2020	(38,674)
2021	(64,912)
2022	(47,331)
2023	(16,640)
2024	(23)
<b>Total</b>	<b>\$ (209,684)</b>

**CADDO PARISH FIRE DISTRICT NO. 8**

Notes to Financial Statements  
December 31, 2017

**7. Firefighters' Retirement System of Louisiana (FRS)(continued):**

**Actuarial Assumptions**

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2016 is as follows:

Valuation Date	June 30, 2017
Actuarial Cost Method	Entry Age Normal Cost
Actuarial Assumptions:	
Expected Remaining Service Lives	7 years
Investment Rate of Return	7.4% net of investment expense

Mortality

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

Salary Increases, including inflation (2.875%) and merit	<b>Years of</b>	<b>Salary</b>
	<b>Service</b>	<b>Growth Rate</b>
	1-2	15.00%
	3-24	5.75%
	25 & Over	4.75%

The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by the Public Retirement System's Actuarial Committee, taking into consideration the recommendation of the actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**CADDO PARISH FIRE DISTRICT NO. 8**

Notes to Financial Statements  
December 31, 2017

**7. Firefighters' Retirement System of Louisiana (FRS)(continued):**

The estimated long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected real rates of return by the target asset allocation percentage and by adding expected inflation. The long-term expected nominal rate of return was 8.29% as of June 30, 2017. Best estimates of real rates of return for each major asset class included FRS' target asset allocation as of June 30, 2017 are summarized in the following table:

<b>Asset Class</b>	<b>Long-term Target Asset Allocation</b>	<b>Expected Portfolio Real Rate of Return</b>
Fixed Income	23%	2.04%
Equity	57%	6.82%
Alternatives	10%	6.68%
Others	10%	4.36%
Total	<u>100%</u>	4.60%
Inflation		2.80%
Expected Arithmetic Normal Return		7.40%

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the District's proportionate share of the Net Pension Liability using the discount rate of 7.4%, as well as what the District's proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage point lower (6.4%) or one percentage point higher (8.4%) than the current rate:

	1.0% Decrease (6.4%)	Current Discount Rate (7.4%)	1.0% Increase (8.4%)
Employer's proportionate share of net pension liability	\$ 856,846	\$ 596,290	\$ 377,255

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued Firefighter's Retirement System Annual Report at [www.lafirefightersret.com](http://www.lafirefightersret.com) or at [www.la.state.la.us](http://www.la.state.la.us).

**CADDO PARISH FIRE DISTRICT NO. 8**

Notes to Financial Statements  
December 31, 2017

**7. Firefighters' Retirement System of Louisiana (FRS)(continued):**

**Payables to Pension Plan**

These financial statements include a payable to the pension plan of \$7,121, which is the legally required contribution due at December 31, 2017.

**8. Per Diem Paid to Commissioners:**

No per diem was paid to Commissioners for the year ended December 31, 2017.

**9. Long-Term Obligations:**

Changes in long-term debt are as follows:

	Balance 1/1/2017	(Principal) (Payments) Proceeds	Balance 12/31/2017
Capital Lease Payable	\$ -	\$ 710,659	\$ 710,659
Totals	\$ -	\$ 710,659	\$ 710,659

The District incurred debt of \$768,530 to purchase fire fighting equipment. Principal payments on the debt during the year totaled \$57,871.

Amounts required to service the debt, including interest of \$108,837 are as follows:

Year	Principal	Interest	Total
2018	\$ 57,871	\$ 17,317	\$ 75,188
2019	59,536	15,604	75,140
2020	61,249	13,841	75,090
2021	63,012	12,028	75,040
2022	64,825	10,163	74,988
2023 and after	404,166	39,884	444,050
Total	\$ 710,659	\$ 108,837	\$ 819,496

**10. On-Behalf Payments for Fringe Benefits and Salaries:**

Supplemental salary payments are made by the State directly to certain firemen employed by the District. GASB Statement No. 24 requires that on-behalf payments be recognized as both revenue and expenditures by an employer government entity. In accordance with this statement, \$41,835 has been recognized as both intergovernmental revenue (state supplemental pay) and salaries in the General Fund.

## CADDO PARISH FIRE DISTRICT NO. 8

Notes to Financial Statements  
December 31, 2017

### ***11. Risk Management:***

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District carries commercial insurance for all risks of loss, including workers' compensation. There were no significant reductions in insurance coverage from the prior year.

### ***12. Reconciliation of Differences between the Budgetary-Based Fund Financial Statements and the GAAP-Based Fund Financial Statements:***

As discussed in Note 1, the budget is prepared on a cash basis of accounting. However, the modified accrual basis of accounting is used for fund financial reporting purposes in accordance with GAAP. Exhibit 1 on page 30 is a reconciliation of revenues and expenditures recognized in accordance to the budgetary basis (cash basis) for the year ended December 31, 2017.

### ***13. Subsequent Events:***

Management has evaluated subsequent events through, June 6, 2018, the date the financial statements were available to be issued and determined that no additional disclosures are warranted.

**CADDO PARISH FIRE DISTRICT NO. 8**  
 Budgetary/GAAP Reporting Reconciliation  
 December 31, 2017

	Actual on GAAP Basis	General Fund Adjustment to Budgetary Basis	Actual on Budgetary Basis
<b>Revenues:</b>			
Ad valorem taxes	\$ 623,781	\$ 46,118	\$ 669,899
Fire protection fees	240,837	(2,450)	238,387
Intergovernmental			
State fire insurance rebate	34,965	-	34,965
Grants	7,950	-	7,950
State revenue sharing	3,598	-	3,598
State supplemental pay	41,835	(41,835)	-
Interest earned	7,758	-	7,758
Miscellaneous	37,845	-	37,845
Total revenues	<u>998,569</u>	<u>1,833</u>	<u>1,000,402</u>
<b>Expenditures:</b>			
General government	800,382	(15,077)	785,305
Capital outlay	780,876	-	780,876
Debt service	76,853	-	76,853
Total expenditures	<u>1,658,111</u>	<u>(15,077)</u>	<u>1,643,034</u>
Changes in Fund Balance before Other Financing Resources	(659,542)	4,075	(642,632)
<b>Other Financing Sources:</b>			
Proceeds from debt	<u>768,530</u>	<u>-</u>	<u>768,530</u>
Excess of Revenues over Expenditures	108,988	<u>4,075</u>	<u>125,898</u>
Fund Balance, Beginning of Year	<u>1,087,524</u>		
Fund Balance, End of Year	<u><u>\$1,196,512</u></u>		

**CADDO PARISH FIRE DISTRICT NO. 8**

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual  
(Cash Basis)  
General Fund

For the Year Ended December 31, 2017

	Budgeted Amounts		Budgetary Basis	Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
<b>Revenues:</b>				
Ad valorem taxes	\$ 702,000	\$ 669,280	\$ 669,899	\$ 619
Fire protection service fees	230,375	237,885	238,387	502
Intergovernmental				-
State fire insurance rebate	32,900	34,965	34,965	-
State revenue sharing	3,400	3,600	3,598	(2)
State supplemental pay	-	-	-	-
Grants	7,500	7,950	7,950	-
Interest earned	4,200	6,585	7,758	1,173
Miscellaneous	12,000	37,845	37,845	-
Total revenues	<u>992,375</u>	<u>998,110</u>	<u>1,000,402</u>	<u>2,292</u>
<b>Expenditures:</b>				
General government	789,456	778,590	785,305	(6,715)
Capital outlay	768,530	787,465	780,876	6,589
Debt service	78,000	76,853	76,853	-
Total expenditures	<u>1,635,986</u>	<u>1,642,908</u>	<u>1,643,034</u>	<u>(126)</u>
<b>Excess Revenues Over Expenditures before Other Financing Sources</b>				
	(643,611)	(644,798)	(642,632)	2,166
<b>Other Financing Sources:</b>				
Proceeds from debt	<u>768,530</u>	<u>768,530</u>	<u>768,530</u>	<u>-</u>
<b>Excess Revenues over Expenditures</b>				
	124,919	123,732	125,898	2,166
<b>Fund Balances, Beginning of Year</b>	<u>1,087,524</u>	<u>1,087,524</u>	<u>1,087,524</u>	<u>-</u>
<b>Fund Balances, End of Year</b>	<u>\$1,212,443</u>	<u>\$1,211,256</u>	<u>\$ 1,213,422</u>	<u>\$ 2,166</u>

**CADDO PARISH FIRE DISTRICT NO. 8**  
Schedule of Employer's Share of Net Pension Liability  
Year Ended December 31, 2017

Year Ended Jun 30	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset) (a)	Employer's Covered Employee Payroll (b)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Its Covered Employee Payroll (a/b)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.1700020%	\$ 917,520	\$349,055	262.86%	99.83%
2016	0.1284040%	839,878	247,098	339.90%	68.16%
2017	0.1040310%	596,290	250,350	238.18%	73.55%

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

**CADDO PARISH FIRE DISTRICT NO. 8**

Schedule of Employer Contributions  
Year Ended December 31, 2017

<u>Year Ended December 31</u>	<u>Contractually Required Contribution</u>	<u>Contribution in Relation to Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a % of Covered Employee Payroll</u>
2015	\$ 117,432	\$ 117,432	\$ -	\$415,125	28.29%
2016	117,275	117,275	-	247,098	47.46%
2017	64,794	64,794	-	250,350	25.88%

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

**CADDO PARISH FIRE DISTRICT NO. 8**

Note to Retirement System Schedules  
Year Ended December 31, 2017

Firefighter's Retirement System

Changes of benefit terms - There were no changes of benefit terms for the year ended December 31, 2017.

Changes of assumptions - There were no changes of benefit assumptions for the year ended December 31, 2017.

**CADDO PARISH FIRE DISTRICT NO. 8**

Schedule of Compensation, Reimbursements, Benefits, and Other Payments  
to Agency Head  
For the Year Ended December 31, 2017

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Agency Head: James Paulette, Fire Chief

Salary	<u>\$ 66,832</u>
Payroll Taxes	<u>\$ 994</u>
Insurance	<u>\$ 13,642</u>
Supplemental Pay	<u>\$ 6,000</u>



**Marsha O. Millican**  
A PROFESSIONAL ACCOUNTING CORPORATION

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS*

Board of Commissioners  
Caddo Parish Fire District No. 8  
Vivian, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of Caddo Parish Fire District No. 8 as of and for the year ended December 31, 2017, and related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued my report thereon dated June 6, 2018.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Caddo Parish Fire District No. 8's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District's internal control over financial reporting.

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

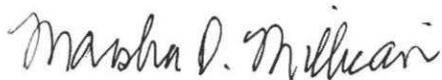
My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during my audit, I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Caddo Parish Fire District No. 8's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited, under Louisiana Revised Statutes, it is issued by the Legislative Auditor as a public document.



Certified Public Accountant

June 6, 2018

**CADDO PARISH FIRE DISTRICT NO. 8**

Corrective Action Taken on Prior Year Findings

Year Ended December 31, 2017

There were no findings for the year ended December 31, 2016.

**CADDO PARISH FIRE DISTRICT NO. 8**

Schedule of Findings

Year Ended December 31, 2017

1. The auditor's report expresses an unmodified opinion on the financial statements.
2. No significant deficiencies in internal accounting control were disclosed during the audit.
3. No instances of noncompliance material to the financial statements of the District were disclosed.

There were no findings for the year ended December 31, 2017.



**Marsha O. Millican**  
A PROFESSIONAL ACCOUNTING CORPORATION

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING  
STATEWIDE AGREED-UPON PROCEDURES

To the Board of Commissioners  
Caddo Parish Fire District No. 8  
Vivian, Louisiana

I have performed the procedures enumerated below, which were specified and agreed to by the Board of Commissioners of Caddo Parish Fire District No. 8 (the District) to assist the District in complying with the requirements of the Louisiana Legislative Auditor's (LLA) Statewide Agreed-Upon Procedures (SAUP) for the fiscal year ended December 31, 2017. I am required to perform each procedure and report the results, including any exceptions. The District is responsible for internal controls and compliance with laws and regulations relative to the SAUP and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for their purposes.

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 Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the Board. Consequently, I 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.

***Written Policies and Procedures***

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1. I obtained the entity's written policies and procedures and determined whether those written policies and procedures address each of the following financial/business functions (or noted that the entity does not have any written policies and procedures), as applicable:
  - ***Budgeting***, including preparing, adopting, monitoring and amending the budget.
  - ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - ***Disbursements***, including processing, reviewing and approving.
  - ***Receipts***, including receiving, recording, and preparing deposits.
  - ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage.
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.
- **Debt Service**, including (1) debt insurance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
  - a) Procedures Results - I noted no exceptions.

***Board (or Finance Committee, if applicable)***

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2. I obtained and reviewed the board/committee minutes for the fiscal period, and:

- Determined whether the managing board met (with a quorum) at least monthly, or in a frequency in accordance with board's enabling legislation, charter, or other equivalent document.
- Determined whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

If the budget-to actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

- Determined whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least meeting during the fiscal period.
  - a) Procedures Results - I noted no exceptions.

***Bank Reconciliations***

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3. I obtained a listing of the District's bank accounts from management and management's representation that the listing is complete.

4. Using the listing provided by management, I selected all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than five accounts). For each of the bank accounts selected, I obtained bank statements and reconciliations for all months in the fiscal period and determined whether:
- Bank reconciliations have been prepared.
  - Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and
  - If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.
- a) Procedures Results - I noted no exceptions.

### ***Collections***

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5. I obtained a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.
6. Using the listing provided by management, I selected all of the entity's cash collection locations (if five less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). For each collection location selected:
- I obtained existing written documentation (e.g. insurance policy, policy manual, job description) and determined whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transactions, or reconciling the related bank account(report if there are compensating controls performed by an outside party), and (3) not to share the same cash register or drawer with another employee.
  - I obtained existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and determined whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash location selected.
  - I selected the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:

Using entity collection documentation, deposit slips, and bank statements, traced daily collections to the deposit date on the corresponding bank statement and determined whether the the deposits were made within one day of collection. If deposits were not made within one day of collection, I determined the number of days from receipt to deposit for each day at each collection location.

Using sequentially numbered receipts, system reports, or other related collection documentation I verified that daily cash collections are completely supported by documentation and noted any documentation and noted any exceptions.

7. I obtained written documentation (e.g. policy manual, written procedure) and determined whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation) by a person who is not responsible for collections.

a) Procedure Results - I noted no exceptions.

**Disbursements - General (excluding credit card/debit card/fuel card/P-Card purchases or payments)**

8. I obtained a listing of entity disbursements from management or, alternately, obtained the general ledger and sort/filter for entity disbursements. I obtained management's representation that the listing or population is complete.

9. Using the disbursement population from #8 above, I randomly selected 30 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. I obtained supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and determined whether the supporting documentation for each transaction demonstrated that:

- Purchases were initiated using a requisition/purchase order system or an equivalent system that separates initiation from approval functions in the same manner as a requisition/purchase order system.
- Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.
- Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or an electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), I noted whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), I noted whether the person with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

12. I inquired of management and observed whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, I reviewed entity documentation (electronic system control documentation) and noted whether the persons with signatory authority have signatory authority have system access to print checks.

13. If a signature stamp or signature machine is used, I inquired of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. I inquired of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

- a) Procedure Results - I noted one exception: No purchase orders or requisitions are required for purchases.
- b) Management's Response - We will initiate a purchase order system.

#### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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14. I obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the I obtained management's representation that the listing is complete.

15. Using the listing prepared by management, I randomly selected 10 cards (or at least one-third of the if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year.

I obtained the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. I selected the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- Determined whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g. mayor of a Lawrason Act municipality); these instances should not be reported.]
- Determined whether finance charges and/or late fees were assessed on the selected statements.

16. Using the monthly statements or combined statements selected under #15 above, I obtained supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- For each transaction, I determined whether the transaction is supported by:

An original itemized receipt (i.e., identifies precisely what was purchased).

Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.

Other documentation that may be required by written policy (e.g. purchase order, written authorization).

- For each transaction, I compared the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.

- For each transaction, I compared the entity's documentation of the business/public purpose to the requirement of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

a) Procedure Results - I noted no exceptions.

### ***Travel and Expense Reimbursement***

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17. I obtained from management a listing of all travel and related expense reimbursements, by person, the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. I obtained management's representation that the listing or general ledger is complete.

18. I obtained the entity's written policies related to travel and expense reimbursements. I compared the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) and report any amounts that exceed GSA rates.

19. Using the listing or general ledger from #17 above, I selected the three persons who incurred the most travel costs during the fiscal period. I obtained the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and chose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

- I compared expense documentation to written policies and determined whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, and lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

- I determined whether each expense is supported by:

An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

Documentation of the business/public purpose [Note: For meal charges, there should also be documentation of the individuals participating].

Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance).

- I compared the entity's documentation of the business/public purpose to the requirements of Article Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, property, or things of value, and report any exceptions (e.g., hotel stays that extend beyond periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.
- I determined whether each expense and related documentation was reviewed and approved, in by someone other than the person receiving reimbursement.

- a) Procedure Results - I noted no exceptions.

### ***Contracts***

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20. I obtained a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. I obtained management's representation that the listing or general ledger is complete.

21. Using the listing above, I selected the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). I obtained the related contracts and paid invoices and:

- Determined whether is a formal/written contract that supports the services arrangement and the paid.
- I compared each contract's detail to the Louisiana Public Bid Law or Procurement Code. I noted whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:

If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g. solicited quotes or bids, advertisement, selected lowest bidder).

If no, obtain supporting contract documentation and report whether the entity solicited quotes as best practice.

- I determined whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an
- I selected the largest payment from each of the five contracts, obtained the supporting invoice, compared the invoice to the contract terms, and noted whether the invoice and related payment complied with the terms and conditions of the contract.
- I obtained/reviewed contract documentation and board minutes and determined whether there is documentation of board approval, if required by policy or law (e.g., Lawrason Act or Home Rule Charter).

- a) Procedure Results - I noted no exceptions.

### ***Payroll and Personnel***

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22. I obtained a listing of employees (and elected officials, if applicable) with their related salaries, and obtained management's representation that the listing is complete. I randomly selected five employees/officials, obtained their personnel files, and:

- a) Reviewed compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

- b) Reviewed changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.
23. I obtained attendance and leave records and randomly selected one pay period in which leave has been taken by at least one employee. Within the pay period, I randomly selected 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:
- a) Determined whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). [Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.]
  - b) Determined whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.
  - c) Determined whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.
24. I obtained from management a list of those employees/officials that terminated during the fiscal period and managements representation that the list is complete. If applicable, I selected the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtained the personnel files for the two employees/officials. I noted whether the termination payments were made in strict accordance with policy and/or contract and approved by management.
25. I obtained supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. I determined whether the employee and employer portions of the payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.
- a) Procedure Results - I noted no exceptions.

***Ethics (excluding nonprofits)***

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26. Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, I obtained ethics compliance documentation from management and determined whether the entity maintained documentation to demonstrate that required ethics training was completed.
27. I inquired of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, I reviewed documentation that demonstrates whether management investigate alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. I determined whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.
- a) Procedure Results - I noted no exceptions.

*Debt Service (excluding nonprofits)*

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28. If debt was issued during the fiscal period, I obtained supporting documentation from the entity and determined whether State Bond Commission approval was obtained.
29. If the entity had outstanding debt during the fiscal period, I obtained supporting documentation from the entity and determined whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.
30. If the entity had tax millages relating to debt service, I obtained supporting documentation and whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, I determined whether any millages continue to be received for debt that has been paid off.
- a) Procedures Results - I noted no exceptions.

*Other*

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31. I inquired of management whether the entity had any misappropriations of public funds or assets. If so, I obtained/reviewed supporting documentation and noted whether the entity had reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
32. I observed whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at [www.lla.la.gov/hotline](http://www.lla.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.
33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.
- a) Procedures Results - I noted one exception: the notice required by R.S.24:523.1 was not posted on the premises. The District has no website.
- b) Management's Response - We have subsequently posted the above notice on the premises and on the website.

I was not engaged and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively on the Statewide Agreed-Upon Procedures. I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the information and use of the District and the LLA, and is not intended to be, and should not be, used by anyone other than the specified parties.

*Marsha D. Millican*

Certified Public Accountant  
June 6, 2018