

**CLAIBORNE PARISH 911
EMERGENCY COMMUNICATIONS DISTRICT
Homer, Louisiana**

**Basic Financial Statements
With Accountant's Compilation Report
As of and for the Year Ended
June 30, 2019**

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EMERGENCY COMMUNICATIONS DISTRICT
Homer, Louisiana

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Accountant's Compilation Report

BOARD OF COMMISSIONERS
CLAIBORNE PARISH 911 EMERGENCY
COMMUNICATIONS DISTRICT
Homer, Louisiana

Management is responsible for the accompanying financial statements of the governmental activities and each major fund of the Claiborne Parish 911 Emergency Communications District, as of and for the year ended June 30, 2019, and related notes to the financial statements, which collectively comprise the Claiborne Parish 911 Emergency Communications District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has omitted the management's discussion and analysis information and GASB 34, capital assets and depreciation guidance, that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context.

Accounting principles generally accepted in the United States of America require that the management's budgetary comparison information on page 5 is presented to supplement the basic financial statements. Such information is presented for purposes of additional analysis and, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The required supplementary information was subject to my compilation engagement. I have not audited or reviewed the required supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

The schedule of compensation, benefits, and other payments to agency head on page 13 is presented for purposes of additional analysis and is not a required part of the basic financial statements. In my opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.



West Monroe, Louisiana
August 17, 2019

**BASIC FINANCIAL STATEMENTS
(OVERVIEW)**

Statement A

CLAIBORNE PARISH 911
EMERGENCY COMMUNICATIONS DISTRICT
Homer, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 2019

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
ASSETS			
Cash and cash equivalents	\$178,239		\$178,239
Receivables - fees, charges, and commissions for services	18,244		18,244
Prepays	2,000		
Office furnishings and equipment		\$282,965	282,965
TOTAL ASSETS	<u>\$198,483</u>	<u>\$282,965</u>	<u>\$481,448</u>
LIABILITIES AND FUND EQUITY			
Liabilities - Accounts payable	\$247		\$247
Fund Equity:			
Investment in general fixed assets		\$282,965	282,965
Fund balance - unassigned	198,236		198,236
Total Fund Equity	<u>198,236</u>	<u>282,965</u>	<u>481,201</u>
TOTAL AND FUND EQUITY	<u>\$198,483</u>	<u>\$282,965</u>	<u>\$481,448</u>

See accompanying notes and Accountants' compilation report.

Statement B

**CLAIBORNE PARISH 911
EMERGENCY COMMUNICATIONS DISTRICT
Homer, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND**

Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget
(GAAP Basis) and Actual
For the Year Ended June 30, 2019

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Local funds		\$2,107	\$2,107
Fees, charges, and commissions for services	\$28,236	31,144	2,908
Cellular/Wireless fees	90,212	106,100	15,888
Use of money and property	485	486	1
Total revenues	<u>118,933</u>	<u>139,837</u>	<u>20,904</u>
EXPENDITURES			
Public safety:			
Current:			
Operating services	120,262	119,857	405
Materials and supplies		6,373	(6,373)
Travel and other charges	737	737	
Capital outlay	<u>126,076</u>	<u>120,240</u>	<u>5,836</u>
Total expenditures	<u>247,075</u>	<u>247,207</u>	<u>(132)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(128,142)	(107,370)	20,772
FUND BALANCE AT BEGINNING OF YEAR	<u>305,060</u>	<u>305,606</u>	<u>546</u>
FUND BALANCE AT END OF YEAR	<u><u>\$176,918</u></u>	<u><u>\$198,236</u></u>	<u><u>\$21,318</u></u>

See accompanying notes and Accountants' compilation report.

**CLAIBORNE PARISH 911
EMERGENCY COMMUNICATIONS DISTRICT
Homer, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 2019**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Claiborne Parish 911 Emergency Communications District was created by the Claiborne Parish Police Jury, as authorized by Louisiana Revised Statute 33:9101, on June 6, 1991, for the purpose of providing a primary three-digit emergency number through which emergency services can be quickly and efficiently obtained. The district is governed by a seven member board appointed by the police jury. Board members serve without benefit of compensation.

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the Claiborne Parish 911 Emergency Communications District have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Claiborne Parish Police Jury is the financial reporting entity for Claiborne Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 14 established criteria for determining which component units should be considered part of the Claiborne Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

CLAIBORNE PARISH 911 EMERGENCY
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Notes to the Financial Statements (Continued)

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury appoints the district's governing body, the district was determined to be a component unit of the Claiborne Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the district and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

The district uses funds and account groups 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

CLAIBORNE PARISH 911 EMERGENCY
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Notes to the Financial Statements (Continued)

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The district's current operations require the use of only governmental funds (General Fund). The district's primary source of revenue is a 5 per cent service charge on local telephone service within the parish. General operating expenditures are paid from this fund.

D. FIXED ASSETS AND LONG-TERM DEBT

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. Fixed assets are valued at actual historical costs. No depreciation has been provided on general fixed assets. The account group is not a fund. There is no long-term debt at June 30, 2019.

E. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The district uses the following practices in recognizing and reporting revenues and expenditures:

CLAIBORNE PARISH 911 EMERGENCY
COMMUNICATIONS DISTRICT
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Notes to the Financial Statements (Continued)

Revenues

Fees, charges, and commissions for services are recognized in the month received by the telephone companies.

Interest income on demand and time deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, fees, charges, and commissions for services have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

F. BUDGET PRACTICES

A preliminary budget for the ensuing year is prepared by the administrator in May. The proposed budget is reviewed by the board of commissioners and made available to the public. The budget is then adopted at the next available meeting. The proposed budget for the General Fund is prepared on the GAAP basis of accounting. The budget is established and controlled by the board of commissioners at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the board of commissioners. The district does not use encumbrance accounting in its accounting system.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

G. CASH AND CASH EQUIVALENTS

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

CLAIBORNE PARISH 911 EMERGENCY
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Homer, Louisiana
Notes to the Financial Statements (Continued)

organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2019, the district has cash and cash equivalents (book balances) totaling \$178,239, as follows:

Demand deposits	\$126,409
Time deposits	<u>51,830</u>
Total	<u>\$178,239</u>

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Claiborne Parish 911 that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Claiborne Parish 911's name.

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. Cash and cash equivalents (bank balances) at June 30, 2019, total \$181,446, and are fully secured by federal deposit insurance.

H. VACATION AND SICK LEAVE

The district has not adopted formal vacation and sick leave policies.

I. TOTAL COLUMN ON THE BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only (overview) to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with generally accepted

CLAIBORNE PARISH 911 EMERGENCY
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Homer, Louisiana
Notes to the Financial Statements (Continued)

accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

J. EQUITY CLASSIFICATIONS

In the fund financial statements, governmental fund equity is classified as fund balance. The Claiborne Parish 911 Emergency Communications District adopted GASB Statement 54 for the year ended June 30, 2019. As such, fund balances of the governmental funds are classified as follows:

Nonspendable - represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

Restricted - represents balances where constraints have been established by parties outside the Claiborne Parish 911 Emergency Communications District's office or imposed by law through constitutional provisions or enabling legislation.

Committed - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Claiborne Parish 911 Emergency Communications District's highest level of decision-making authority.

Assigned - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

Unassigned - represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

The General Fund has an unassigned fund balance of \$198,236. If applicable, the district would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

CLAIBORNE PARISH 911 EMERGENCY
COMMUNICATIONS DISTRICT
Homer, Louisiana
Notes to the Financial Statements (Continued)

K. ESTIMATES

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

2. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office equipment follows:

Balance at July 1, 2018	\$172,131
Additions	120,469
Deletions	<u>(9,635)</u>
Balance at June 30, 2019	<u>\$282,965</u>

3. LITIGATION AND CLAIMS

The district is not involved in any litigation at June 30, 2019, nor is it aware of any unasserted claims.

4. IMPLEMENTATION OF WIRELESS E911 SERVICES

Louisiana R. S. 33:9109 states, in pertinent part, "In any district having a population of less than twenty thousand persons as of the most recent federal decennial census, proceeds of the service charge, less any collection charge which the wireless service supplier is authorized to retain, may be used for any lawful purpose of the district." U. S. Census Bureau statistics indicate the latest decennial census of the District to be 17,195. Therefore, of the \$106,100 in revenues derived from service charges related to Wireless E911 Services, all of the proceeds have been used in accordance with the general operations of the District.

While the District has not yet implemented Wireless E911 services at this time, management plans to form cooperative endeavor agreements with neighboring districts to combine resources and provide the service within the District.

Schedule 1

CLAIBORNE PARISH 911 EMERGENCY
COMMUNICATIONS DISTRICT
Homer, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended June 30, 2019

CHARLES D. BUTCHER, CHAIRMAN OF THE BOARD

PURPOSE	AMOUNT
No compensation received	