

Fire Protection District No. 1  
Beauregard Parish Police Jury  
State of Louisiana

Annual Financial Statements  
With Independent Auditor's Report

December 31, 2022

Table of Contents

	Statement	Page(s)
INDEPENDENT AUDITOR’S REPORT	-	1-3
BASIC FINANCIAL STATEMENTS:		
Statement of Net Position	A	5
Statement of Activities	B	6
Balance Sheet – Governmental Fund	C	7
Reconciliation of the Governmental Fund Balance Sheet to Statement of Net Position	D	8
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Fund	E	9
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	F	10
Notes to the Financial Statements	-	12-23
	Schedule	Page(s)
Required Supplemental Information		
General Fund – Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual Schedule of the District’s Proportionate Share of the Net Pension Liability	1	25
Schedule of the District’s Pension Contribution	2	26-27
	3	28-29
Other Supplemental Information		
Schedule of Per Diem Paid to Board Members	4	31
Schedule of Compensation, Benefits and Other Payments to Agency Head	5	32
Other Reports		
Schedule of Prior Year Audit Findings	6	34-35
Schedule of Current Year Audit Findings and Management’s Response	7	36
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	-	37-38
Independent Accountant’s Report on Applying Agreed-Upon Procedures	-	39-47

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## INDEPENDENT AUDITOR'S REPORT

Members of the Board of Commissioners  
Fire Protection District No. 1  
Parish of Beauregard  
State of Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and the major fund of the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana, a component unit of the Beauregard Parish Police Jury, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor’s Responsibilities for the Audit of the Financial Statements***

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana’s ability to continue as a going concern for a reasonable period of time.

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

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis, budgetary comparison information, schedule of the district’s proportionate share of the net pension liability, and the schedule of the district’s pension contribution on pages 25 through 29 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana’s basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head and schedule of per diem paid to board members are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits and other payments to agency head and schedule of per diem paid to board members are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 10, 2023, on our consideration of the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Fire Protection District No. 1, Parish of Beauregard, State of Louisiana’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Fire Protection District No. 1, Parish of Beauregard, State of Louisiana’s internal control over financial reporting and compliance.



DeRidder, Louisiana  
May 10, 2023

## BASIC FINANCIAL STATEMENTS

Fire Protection District No. 1  
 Beauregard Parish Police Jury  
 DeRidder, Louisiana

Statement A

Statement of Net Position  
 December 31, 2022

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 1,422,525
Receivables:	
Ad valorem taxes	578,354
Capital assets not being depreciated	23,949
Capital assets being depreciated, net	871,740
Total assets	\$ 2,896,568
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pensions	\$ 70,609
Total assets and deferred outflows of resources	\$ 2,967,177
<b>LIABILITIES</b>	
Accounts payable	\$ 8,138
Payroll taxes payable	4,289
Retirement payable	246
Pension payable - ad valorem tax	19,804
Long term liabilities:	
Due within one year	-
Due in more than one year	171,988
Total liabilities	\$ 204,465
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pensions	\$ 54,380
Total liabilities and deferred inflows of resources	\$ 258,845
<b>NET POSITION</b>	
Net investment in capital assets	\$ 895,689
Unrestricted	1,812,643
Total net position	\$ 2,708,332
Total liabilities, deferred inflows of resources and net position	\$ 2,967,177

The accompanying notes are an integral part of this statement.

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Statement B

Statement of Activities  
For the Year Ended December 31, 2022

		Program Revenues		Net (Expenses) Revenues and Changes in Net Position
Program Activities	Expenses	Fees and Charges for Services	Capital Grants and Contributions	Governmental Activities
Governmental activities:				
Public safety	\$ 606,533	\$ 23,055	\$ 4,441	\$ (579,037)
Total governmental activities	\$ 606,533	\$ 23,055	\$ 4,441	\$ (579,037)
General revenues:				
Taxes:				
Ad valorem taxes				\$ 583,886
Fire insurance tax				56,585
Investment earnings				11,698
Insurance proceeds				2,410
Nonemployer pension revenue				6,943
Total general revenues				\$ 661,522
Change in net position				\$ 82,485
Net position at beginning of year				2,625,847
Net position at end of year				\$ 2,708,332

The accompanying notes are an integral part of this statement.



Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Statement C

Balance Sheet  
Governmental Fund  
December 31, 2022

	<u>Major Fund</u>
	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 1,422,525
Receivables:	
Ad valorem	578,354
Total assets	<u>\$ 2,000,879</u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ 8,138
Payroll taxes payable	4,289
Retirement payable	246
Pension payable - ad valorem tax	19,804
Total liabilities	<u>\$ 32,477</u>
Fund Balances:	
Unassigned	<u>\$ 1,968,402</u>
Total liabilities and fund balances	<u>\$ 2,000,879</u>

The accompanying notes are an integral part of this statement.

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Statement D

Reconciliation of the Governmental Fund Balance Sheet  
to Statement of Net Position  
December 31, 2022

Total fund balance - total governmental funds		\$	1,968,402
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 governmental funds balance sheets.			895,689
Pension-related changes in net pension liability that are only reported in the Statement of Net Position as deferred outflows.			70,609
Pension-related changes in net pension liability that are only reported in the Statement of Net Position as deferred inflows.			(54,380)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.			
Due within one year	\$	-	
Due in more than one year		(171,988)	
			<u>(171,988)</u>
Net position of governmental activities		\$	<u><u>2,708,332</u></u>

The accompanying notes are an integral part of this statement.

Fire Protection District No. 1  
 Beauregard Parish Police Jury  
 DeRidder, Louisiana

Statement E

Statement of Revenues, Expenditures, and Changes in Fund Balances  
 Governmental Fund  
 For the Year Ended December 31, 2022

	Major Fund
	General Fund
Revenues	
Taxes:	
Ad valorem	\$ 583,886
Fire insurance tax	56,585
Intergovernmental:	
Local grant	4,441
Charges for services	23,055
Investment income	11,698
Total revenues	\$ 679,665
Expenditures	
Current operating:	
Public safety	\$ 479,533
Capital outlay	34,042
Total expenditures	\$ 513,575
Excess (deficiency) of revenues over expenditures	\$ 166,090
Other financing sources:	
Insurance proceeds	\$ 2,410
Net change in fund balance	\$ 168,500
Fund balances at beginning of year	1,799,902
Fund balances at end of year	\$ 1,968,402

The accompanying notes are an integral part of this statement.

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Statement F

Reconciliation of the Statement of Revenues, Expenditures  
and Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
For the Year Ended December 31, 2022

Net change in fund balances - total governmental funds	\$	168,500
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the government-wide statement of activities and changes in net position, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital assets recorded in the current period.		34,042
Pension expense is based on employer contributions in the governmental funds, but is an actuarially calculated expense on the Statement of Activities.		(9,988)
Depreciation expense on capital assets is reported in the government- wide statement of activities and changes in net position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in governmental funds.		<u>(110,069)</u>
Change in net position of governmental activities	\$	<u><u>82,485</u></u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements  
As of and for the Year Ending December 31, 2022

## INTRODUCTION

Fire Protection District No. 1, Parish of Beauregard, State of Louisiana was established through the adoption of a resolution, Ordinance No. 3-78, dated May 9, 1978, by the Beauregard Parish Police Jury, State of Louisiana. The District provides fire protection and safety for Wards One, Two and Five of Beauregard Parish, Louisiana. A board of five commissioners appointed by the Beauregard Parish Police Jury, State of Louisiana, governs the district and are compensated for their services. Two employees handle the administrative and clerical duties of the district and the rest of the District are volunteers. The accounting policies of the District conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide, *Audits of State and Local Government Units*.

GASB Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, Fire Protection District No. 1, Parish of Beauregard, State of Louisiana is considered a component unit of the Beauregard Parish Police Jury. As a component unit, the accompanying financial statements are included within the reporting of the primary government, whether blended into those financial statements or separately reported as discrete component units.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the district. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the funds financial statements.

#### B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Continued)

However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The District reports the following major governmental fund:

The General Fund is the District's primary operating fund. It accounts for all financial resources, except for those in another fund.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

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

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

The District has not established a policy for use of the unrestricted fund balance, therefore it considers committed fund balances to be used first, then assigned fund balances to be used next and finally the unassigned fund balance will be used.

**C. Deposits and Investments**

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, time deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the District's investment policy allow the District to invest in collateralized certificates of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

**D. Receivables and Payables**

All trade and property taxes receivable are shown net of an allowance for collectibles.

The District levies taxes on real and business personal property located within the boundaries of the district. Property taxes are levied by the district on property values assessed by the Beauregard Parish Tax Assessor and approved by the State of Louisiana Tax Commission. The Beauregard Parish Sheriff and Ex-Officio Tax Collector bills and collects property taxes for the district. Collections are remitted to the district monthly. The District recognizes property tax revenues when levied.

Assessment date	January 1, 2022
Levy date	June 30, 2022
Tax bills mailed	October 15, 2022
Total taxes are due	December 31, 2022
Penalties & interest due	January 31, 2023
Lien date	January 31, 2023

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Continued)

For the year ended December 31, 2022, taxes of 5.98 mills were levied on property with an assessed valuation totaling \$97,670,134, and were dedicated as follows. Property taxes are levied on a calendar year basis and become due on January 1 each year. The following is a summary of authorized and levied ad valorem taxes:

	Authorized Millage	Levied Millage	Expiration Date
Taxes due for:			Renewed
General Maintenance	5.98	5.98	Annually

The following are the principal taxpayers and related property tax revenue for the district:

Taxpayer	Type of Business	Assessed Valuation	% of Total Assessed Valuation	Ad Valorem Tax Revenue for District
Boise Packaging & Newsprint L.L.C	Paper Products	\$ 6,767,575	6.93%	\$ 40,470
Daylight Petroleum, L.L.C.	Oil & Gas	6,004,142	6.15%	35,905
Packaging Corporation of America	Paper Products	38,853,076	39.78%	232,341
Total		\$ 51,624,793	52.86%	\$ 308,716

**E. Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$5,000 or more for capitalizing capital assets.

According to GASB 34 Fire Protection District No. 1, Parish of Beauregard, State of Louisiana was not required to retroactively report infrastructure assets in its financial statements, therefore, these assets have not been reported in the financial statements.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Description	Estimated Lives
Improvements	20-40 years
Buildings	40-50 years
Furniture and fixtures	5-15 years
Vehicles	5-20 years
Machinery and equipment	5-20 years

**F. Compensated Absences**

The District does not allow and has no written policy relating to compensated absences.



Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Continued)

**G. Long-Term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

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

**H. Fund Balances**

Unassigned      Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

**I. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the district, which are either unusual in nature or infrequent in occurrence. The District had no extraordinary or special items as of December 31, 2022.

**J. Estimates**

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

**K. Economic Dependency**

The District receives a substantial portion of its ad valorem tax revenue from Packaging Corporation of America. During the year ended December 31, 2022, Fire District No. 1, Parish of Beauregard, State of Louisiana received \$232,341 in ad valorem tax revenue from Packaging Corporation of America which represents 34% of total revenue.

**L. Restricted Net Position**

For government-wide statement of net position, net position is reported as restricted when constraints placed on net position are either:

1. externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; or
2. imposed by law through constitutional provisions or enabling legislation.

**M. Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Firefighters' Retirement System (FRS) and additions to/deductions from FRS's fiduciary net positions have been determined on the same basis as

Fire Protection District No. 1  
 Beauregard Parish Police Jury  
 DeRidder, Louisiana

Notes to the Financial Statements (Continued)

they are reported by FRS. The financial statements were prepared using the accrual basis of accounting. Member and employer contributions are recognized when due, pursuant to formal commitments and statutory requirements. Benefits and refunds of employee contributions are recognized when due and payable in accordance with the statutes governing FRS. Expenses are recognized when the liability is incurred, regardless of when payment is made. Investments are reported at fair value on a trade date basis. The fiduciary net position is reflected in the measurement of the District's proportionate share of the plans net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense.

**N. Deferred Outflows/Inflows of Resources**

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

**2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

*BUDGET INFORMATION* The District uses the following budget practices:

1. The secretary prepares a proposed budget and submits same to the Board of Commissioners no later than fifteen days prior to the beginning of each fiscal year.
2. The budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
3. Budgetary amendments involving the transfer of funds from one department, program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Board of Commissioners.
4. All budgetary appropriations lapse at the end of each fiscal year
5. The budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted, or as amended from time to time by the Board of Commissioners. Such amendments were not material in relation to the original appropriations.

*EXCESS OF EXPENDITURES OVER APPROPRIATIONS:* The following individual fund has actual expenditures over budgeted appropriations for the year ended December 31, 2022.

Fund	Original Budget	Final Budget	Actual	Unfavorable Variance
General Fund	\$ 391,928	\$ 511,540	\$ 513,575	\$ 2,035

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Continued)

**3. CASH AND CASH EQUIVALENTS**

At December 31, 2022, the District has cash and cash equivalents (book balances) totaling \$1,422,525 as follows:

Insured cash account	\$	1,888
Time deposits		859,000
Interest bearing demand deposits		26,360
Petty cash		200
Passbook savings		535,077
Total		\$ 1,422,525

The cash and cash equivalents of the Fire District No. 1, Parish of Beauregard, State of Louisiana are subject to the following risk:

*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 District 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 District's name.

At December 31, 2022, the District has \$1,424,849 in deposits (collected bank balances). These deposits are secured from risk by \$1,110,888 of federal deposit insurance and \$313,961 of pledged securities held by an unaffiliated bank of the pledgor bank. These deposited pledged securities are deemed by law to be under the control and possession and in the name of the District and are therefore properly collateralized.

**4. RECEIVABLES**

The receivables of \$578,354 at December 31, 2022, are as follows:

Class of receivable	General Fund
Taxes:	
Ad valorem	\$ 578,354

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Continued)

**5. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2022, for the District is as follows:

	<u>Beginning Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated				
Land	\$ 23,949	\$ -	\$ -	\$ 23,949
Capital assets being depreciated				
Buildings	\$ 432,611	\$ -	\$ -	\$ 432,611
Improvements	208,166	-	-	208,166
Machinery and equipment	1,797,224	34,042	-	1,831,266
Furniture and fixtures	5,173	-	-	5,173
Vehicles	1,865,628	-	-	1,865,628
Total capital assets being depreciated	<u>\$ 4,308,802</u>	<u>\$ 34,042</u>	<u>\$ -</u>	<u>\$ 4,342,844</u>
Less accumulated depreciated for:				
Buildings	\$ 290,399	\$ 10,815	\$ -	\$ 301,214
Improvements	109,905	8,396	-	118,301
Machinery and equipment	1,708,035	32,155	-	1,740,190
Furniture and fixtures	5,173	-	-	5,173
Vehicles	1,247,523	58,703	-	1,306,226
Total accumulated depreciation	<u>\$ 3,361,035</u>	<u>\$ 110,069</u>	<u>\$ -</u>	<u>\$ 3,471,104</u>
Total capital assets being depreciated, net	<u>\$ 947,767</u>	<u>\$ (76,027)</u>	<u>\$ -</u>	<u>\$ 871,740</u>

Depreciation expense of \$110,069 for the year ended December 31, 2022, was charged to the following governmental functions:

Public safety      \$ 110,069

**6. ACCOUNTS, SALARIES, AND OTHER PAYABLES**

The payables of \$32,477 at December 31, 2022, are as follows:

	<u>General Fund</u>
Payroll taxes	\$ 4,289
Retirement	246
Accounts	8,138
Pension - ad valorem tax	19,804
Total	<u>\$ 32,477</u>

**7. RETIREMENT SYSTEM**

The Firefighters' Retirement System of Louisiana is a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Pertinent information relative to the plan follows:

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Continued)

Plan Description

Membership in the Louisiana Firefighters' Retirement System is mandatory for all full-time firefighters employed by a municipality, parish, or fire protection district that did not enact an ordinance before January 1, 1980, exempting itself from participation in the System. Employees are eligible to retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 20 years of creditable service. Upon retirement, members are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 percent of their final-average salary for each year of creditable service, not to exceed 100 percent of their final-average salary.

Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 (or at or after age 50 with at least 20 years of creditable service at termination) and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Firefighters' Retirement System, PO Box 94095, Baton Rouge, LA, 70804, or by calling (225) 925-4060.

Funding Policy

Plan members are required by state statute to contribute 10.00 percent of their annual covered salary and the district is required to contribute at an actuarially determined rate. The current rate is 33.75% of annual covered payroll.

The contribution requirements of plan members and the district are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The District's contributions to the System for the years ending December 31, 2022, 2021 and 2020 were \$5,493, \$31,105, and \$23,576, respectively equal to the required contributions for each year.

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

At December 31, 2022, the District reported a liability of \$171,988 for its proportionate share of net pension liability. The net pension liability was measured as of June 30, 2022 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 contributions to the pension plan relative to the projected contributions of all participating districts, actuarially determined. At June 30, 2022 the District's proportion was .024391%, which was a decrease of .010292% from its proportion measured as of June 30, 2021.

For the year ended December 31, 2022, the District recognized pension expense of \$27,435 minus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$5,010. At December 31, 2022, the District recognized deferred outflows of resources and deferred inflows of resources related to pension from the following:

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,028	\$ 8,107
Changes of assumptions	14,182	-
Net difference between projected and actual earnings on pension plan investments	38,960	-
Changes in proportion and differences between District contributions and proportionate share of contributions	-	45,821
Difference between employer and proportionate share of contributions	16,439	452
District's contributions subsequent to the measurement date	-	-
Total	\$ 70,609	\$ 54,380

Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	
2023	\$ 6,800
2024	4,214
2025	456
2026	16,751
2027	(3,918)
2028	(8,074)
Total	\$ 16,229

*Actuarial Methods and Assumptions*

The net position liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

The components of the net pension liability of the District as of June 30, 2022 are as follows:

Total Pension Liability	\$ 679,186
Plan Fiduciary Net Pension	(507,198)
Total Net Pension Liability	\$ 171,988

Plan fiduciary net position as a %  
of the total pension liability 74.68%

For each year, the actuary determines the reasonable range of the actuarial valuation interest rate, an expected long-term portfolio rate of return and standard deviation based upon the System's target asset allocation and a long-term time horizon. These rates were based on an analysis of the System's portfolio along with expected long-term rates of return, standard deviations of return, and correlations between asset classes collected from a number of investment consulting firms in addition to the System's investment consultant, NEPC. Using these values and assuming that future portfolio returns are normally distributed, ten thousand trials of returns over the upcoming thirty years was performed. The results of these trials were organized into percentiles and a reasonable range equal to the 40<sup>th</sup> through 60<sup>th</sup> percentiles was set.

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Continued)

For the fiscal year ended June 30, 2022, the reasonable range was set at 6.03% through 7.18% and the Board of Trustees elected to set the System's assumed rate of return at 6.90% for Fiscal 2022.

The remaining actuarial assumptions utilized for this report are based on the results of an actuarial experience study completed September 24, 2020, for the period July 1, 2014 – June 30, 2019, unless otherwise specified in this report. Additional details are given in the actuary's complete 2020 Experience Study Report for the period July 1, 2014 – June 30, 2019 which can be obtained from the Firefighters' Retirement System website at [www.fffret.com](http://www.fffret.com) under the Finance tab, Actuarial Valuations section.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022 are as follows:

Valuation Date	June 30, 2022
Actuarial Cost Method for Financial Reporting	Entry Age Normal
Estimated Remaining Service Lives	7 years, closed period
Investment Rate of Return (discount rate)	6.90% per annum (net of investment expenses, including inflation)
Inflation Rate	2.50% per annum
Salary Increases	14.10% in the first two years of service and 5.00% with 3 or more years of service; includes inflation and merit increases.
Cost of Living Adjustments (COLAs)	For the purpose of determining the present value of benefits, COLAs were deemed not to be substantively automatic and only those previously granted were included.

For the June 30, 2022 valuation, assumptions for mortality rates were based on the following:

- For active members, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees.
- For annuitants and beneficiaries, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Healthy Retirees.
- For disabled retirees, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Safety Disabled Retirees.
- In all cases the base table was multiplied by 105% for males and 115% for females, each with full generational projection using the appropriate MP2019 scale.

The long-term expected real rate of return is an important input into the actuary's determination of the reasonable range for the discount rate which is used in determining the total pension liability. The actuary's method incorporates information from multiple consultants and investments firms regarding future expected rates of return, standard deviations, and correlation coefficients for each asset class. The actuary's method integrates data from multiple sources to produce average values thereby reducing reliance on a single data source.

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Continued)

The June 30, 2022 estimated long-term expected rate of return on pension plan investments was determined by the System's actuary using the System's target asset allocation as of January 2022 and the G.S. Curran & Company Consultant Average study for 2022. The consultants' average study included projected nominal rates of return, standard deviations of returns, and correlations of returns for a list of common asset classes collected from a number of investment consultants and investment management firms. Each consultant's response included nominal expected long term rates of return. In order to arrive at long term expected arithmetic real rates of return, the actuary normalized the data received from the consultant's responses in the following ways. Where nominal returns received were arithmetic, the actuary simply reduced the return assumption by the long term inflation assumption. Where nominal returns were geometric, the actuary converted the return to arithmetic by adjusting for the long term standard deviation and then reduced the assumption by the long term inflation assumption. Using the target asset allocation for the System and the average values for expected real rates of return, standard deviation of returns, and correlation of returns, an arithmetic expected nominal rate of return and standard deviation for the portfolio was determined. The System's long-term assumed rate of inflation of 2.50% was used in this process for the fiscal year ended June 30, 2022.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2022 are summarized in the following table:

	Asset Type	Target Asset Allocation	Long-Term Expected Real Rate of Return
Equity	U.S. Equity	27.50%	5.64%
	Non-U.S. Equity	11.50%	5.89%
	Global Equity	10.00%	5.99%
	Emerging Market Equity	7.00%	7.75%
Fixed Income	U.S. Core Fixed Income	18.00%	0.84%
	US TIPS	3.00%	0.51%
	Emerging Market Debt	5.00%	2.99%
Alternatives	Real Estate	6.00%	4.57%
	Private Equity/Private Debt	9.00%	8.99%
	Real Assets	3.00%	4.89%
Multi-Asset Strategies	Global Tactical Asset Allocation	0.00%	3.14%
	Risk Parity	0.00%	3.14%
		<u>100.00%</u>	

The discount rate used to measure the total pension liability was 6.90%. 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 and non-employer contributing entities will be made at the actuarially determined rates approved by the Board of Trustees and by the Public Retirement System's Actuarial Committee taking into consideration the recommendation of the System's 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.



Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Notes to the Financial Statements (Concluded)

*Sensitivity to Changes in Discount Rate*

The following presents the net pension liability of the District calculated using the discount rate of 6.90%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 5.90%, or one percentage point higher 7.90% than the current rate as of June 30, 2022:

	Changes in Discount Rate:		
	1.00% Decrease 5.90%	Current Discount Rate 6.90%	1.00% Increase 7.90%
Net Pension Liability	\$ 254,437	\$ 171,988	\$ 103,220

*Payables to the Pension Plan*

These financial statements include a payable to the pension plan of \$246, which is the legally required contribution due at December 31, 2022. This amount is recorded in accrued expenses.

**8. LONG-TERM OBLIGATIONS**

The following is a summary of the long-term obligation transactions for the year ended December 31, 2022.

	Governmental Fund Net Pension Liability
Long-term obligations at beginning of year	\$ 122,911
Additions	54,570
Deductions	(5,493)
Long-term obligations at end of year	\$ 171,988

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of December 31, 2022.

	Governmental Fund Net Pension Liability
Current portion	\$ -
Long-term portion	171,988
Total	\$ 171,988

REQUIRED SUPPLEMENTAL INFORMATION

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Schedule 1

General Fund  
Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual  
For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amount	Budget to Actual differences over (under)
	Original	Final		
Revenues				
Taxes:				
Ad valorem	\$ 523,000	\$ 584,000	\$ 583,886	\$ (114)
Fire insurance tax	30,250	56,500	56,585	85
Intergovernmental:				
Local grant	2,000	4,400	4,441	41
Charges for services	-	23,000	23,055	55
Investment income	18,200	6,600	11,698	5,098
Other revenue	1,000	-	-	-
Total revenues	<u>\$ 574,450</u>	<u>\$ 674,500</u>	<u>\$ 679,665</u>	<u>\$ 5,165</u>
Expenditures				
Current operating:				
Public safety	\$ 381,928	\$ 477,540	\$ 479,533	\$ (1,993)
Capital outlay	10,000	34,000	34,042	(42)
Total expenditures	<u>\$ 391,928</u>	<u>\$ 511,540</u>	<u>\$ 513,575</u>	<u>\$ (2,035)</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 182,522</u>	<u>\$ 162,960</u>	<u>\$ 166,090</u>	<u>\$ 3,130</u>
Other financing sources:				
Insurance proceeds	\$ 10,000	\$ 7,500	\$ 2,410	\$ (5,090)
Net change in fund balance	\$ 192,522	\$ 170,460	\$ 168,500	\$ (1,960)
Fund balances at beginning of year	1,800,000	1,799,902	1,799,902	-
Fund balances at end of year	<u>\$ 1,992,522</u>	<u>\$ 1,970,362</u>	<u>\$ 1,968,402</u>	<u>\$ (1,960)</u>

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Schedule 2

Schedule of the District's Share of the Net Pension Liability  
For the Year Ended December 31, 2022

Firefighters' Retirement System	December 31, 2015	December 31, 2016	December 31, 2017	December 31, 2018	December 31, 2019
District's proportion of the net pension liability (asset)	.031638%	.030720%	.030477%	.030714%	.031152%
District's proportionate share of the net pension liability (asset)	\$ 170,754	\$ 200,937	\$ 174,690	\$ 176,669	\$ 195,071
District's covered-employee payroll	\$ 68,340	\$ 68,207	\$ 72,123	\$ 74,130	\$ 76,454
District's proportionate share of the net pension liability (asset) as a percentage of it's covered-employee payroll	249.86%	294.60%	242.21%	238.32%	255.15%
Plan fiduciary net position as a percentage of the total pension liability	72.45%	68.15%	73.54%	74.76%	73.96%

(Continued)

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Schedule 2

Schedule of the District's Share of the Net Pension Liability  
For the Year Ended December 31, 2022

Firefighters' Retirement System	December 31, 2020	December 31, 2021	December 31, 2022
District's proportion of the net pension liability (asset)	.031196%	.034683%	.024391%
District's proportionate share of the net pension liability (asset)	\$ 216,237	\$ 122,911	\$ 171,988
District's covered-employee payroll	\$ 78,873	\$ 94,259	\$ 16,275
District's proportionate share of the net pension liability (asset) as a percentage of it's covered-employee payroll	274.16%	130.40%	1056.60%
Plan fiduciary net position as a percentage of the total pension liability	72.61%	86.78%	74.68%

(Concluded)

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Schedule 3

Schedule of the District's Pension Contribution  
For the Year Ended December 31, 2022

Firefighters' Retirement System	December 31, 2015	December 31, 2016	December 31, 2017	December 31, 2018	December 31, 2019
Contractually required contribution	\$ 19,306	\$ 18,426	\$ 18,662	\$ 19,644	\$ 20,738
Contributions in relation to the contractually required contribution	<u>19,306</u>	<u>18,426</u>	<u>18,662</u>	<u>19,644</u>	<u>20,738</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered-employee payroll	\$ 68,340	\$ 68,207	\$ 72,123	\$ 74,130	\$ 76,454
Contributions as a percentage of covered-employee payroll	28.25%	27.02%	25.88%	26.50%	27.12%

(Continued)

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Schedule 3

Schedule of the District's Pension Contribution  
For the Year Ended December 31, 2022

Firefighters' Retirement System	<u>December 31, 2020</u>	<u>December 31, 2021</u>	<u>December 31, 2022</u>
Contractually required contribution	\$ 23,576	\$ 31,105	\$ 5,493
Contributions in relation to the contractually required contribution	<u>23,576</u>	<u>31,105</u>	<u>5,493</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered-employee payroll	\$ 78,873	\$ 94,259	\$ 16,275
Contributions as a percentage of covered-employee payroll	29.89%	33.00%	33.75%

(Concluded)

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

OTHER SUPPLEMENTAL INFORMATION



Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Schedule 4

Schedule of Per Diem Paid to Board Members  
For the Year Ended December 31, 2022

	<u>Total</u>
Travis Brooks	\$ 360
Wesley Jeans	360
Gerald Spears	360
Marvin Whiddon	360
Jerry Hennigan	360
	<u>\$ 1,800</u>

Fire Protection District No. 1  
Beauregard Parish Police Jury  
DeRidder, Louisiana

Schedule 5

Schedule of Compensation, Benefits and  
Other Payments to Agency Head  
For the Year Ended December 31, 2022

Agency Head Name - Jay Williams

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 103,812
Benefits - insurance	-
Benefits - retirement	5,493
Deferred compensation	-
Benefits - other	-
Car allowance	-
Vehicle provided by government	Yes
Cell phone	3,006
Dues	200
Vehicle rental	-
Per diem	590
Reimbursements	-
Travel	719
Registration fees	-
Conference travel	-
Housing	-
Unvouchered expenses	-
Special meals	-
Other	720

## OTHER REPORTS

Schedule of Prior Year Audit Findings  
For the Year Ended December 31, 2022

Finding – Financial Statement Audit

Audit Finding No. 2021-1

Ethics Requirement Not Met

Condition: Not all of the board members of the District met the one hour requirement training on the Code of Governmental Ethics.

Criteria: As of January 1, 2012 all public employees are required by R.S. 42:1170 to complete one hour per year training on the Code of Governmental Ethics.

Cause and Condition: This was an oversight by the board members that did not get the one hour ethics course completed during the year, and a lack of monitoring contributed to the oversight.

Effect of Condition: Violation of R.S. 42:1170.

Recommendation: We recommend that all board members of the District take the required one hour ethics training each year and that the Clerk monitor the board members' compliance.

Date of Initial Occurrence - December 31, 2021

Corrective Action Taken - Yes

Schedule of Prior Year Audit Findings  
For the Year Ended December 31, 2022

Finding – Financial Statement Audit

Audit Finding No. 2021-2

Prevention of Sexual Harassment Law Requirement Not Met

Condition: Neither the board members nor the employees of the District met the one hour requirement training on the Prevention of Sexual Harassment Law.

Criteria: As of January 1, 2019 all public servants are required by R.S. 42:343 to complete one hour per year training on the Prevention of Sexual Harassment Law.

Cause and Condition: Neither the board members nor the employees of the District were aware of the one hour training requirement.

Effect of Condition: Violation of R.S. 42:343.

Recommendation: We recommend that all board members and employees of the District take the required one hour sexual harassment training each year and that the Clerk monitor the board members' and employees' compliance.

Date of Initial Occurrence - December 31, 2021

Corrective Action Taken - Yes

Schedule of Current Year Audit Findings and Management's Response  
For the Year Ended December 31, 2022

There were no current year audit findings for the year ended December 31, 2022.

# Windham & Reed, L.L.C.

*Certified Public Accountants*

1620 North Pine Street  
DeRidder, LA 70634  
Tel: (337) 462-3211  
Fax: (337) 462-0640

John A. Windham, CPA  
Charles M. Reed, Jr., CPA

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

Members of the Board of Commissioners  
Fire Protection District No. 1  
Parish of Beauregard  
State of Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Fire Protection District No. 1, Parish of Beauregard, State of Louisiana as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Fire Protection District No. 1, Parish of Beauregard, State of Louisiana's basic financial statements, and have issued our report thereon dated May 10, 2023.

### **Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Fire Protection District No. 1, Parish of Beauregard, State of Louisiana's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Fire Protection District No. 1, Parish of Beauregard, State of Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of Fire Protection District No. 1, Parish of Beauregard, State of Louisiana's internal control.

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

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

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Fire Protection District No. 1, Parish of Beauregard, State of Louisiana's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Members of the Board of Commissioners  
Fire Protection District No. 1  
Parish of Beauregard  
State of Louisiana

**Purpose of this Report**

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

A handwritten signature in black ink that reads "John A. Windham, CPA". The signature is written in a cursive style with a large initial 'J'.

DeRidder, Louisiana  
May 10, 2023



# Windham & Reed, L.L.C.

*Certified Public Accountants*

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John A. Windham, CPA  
Charles M. Reed, Jr., CPA

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

Fire Protection District No. 1  
Parish of Beauregard  
State of Louisiana

To the Governing Board of Fire Protection District No. 1, Parish of Beauregard, State of Louisiana and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2022 through December 31, 2022. Fire Protection District No. 1, Parish of Beauregard, State of Louisiana's management is responsible for those C/C areas identified in the SAUPs.

Fire Protection District No. 1, Parish of Beauregard, State of Louisiana has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2022 through December 31, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### ***Written Policies and Procedures***

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1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.  
*No exceptions noted.*
  - b) ***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.  
*No exceptions noted.*
  - c) ***Disbursements***, including processing, reviewing, and approving.  
*No exceptions noted.*
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).  
*No exceptions noted.*

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.  
*No exceptions noted.*
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.  
*No exceptions noted.*
- g) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.  
*No exceptions noted.*
- h) **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).  
*No exceptions noted.*
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.  
*No exceptions noted.*
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
*No exceptions noted.*
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.  
*No written policy for information technology disaster recovery plan.*
- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.  
*No exceptions noted.*

**Board or Finance Committee**

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- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.  
*No exceptions noted.*
  - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds.

*Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

*The minutes do not reference monthly budget to actual comparisons.*

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

*Not applicable.*

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

*No exceptions noted.*

### ***Bank Reconciliations***

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- 3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

*No exceptions noted.*

- b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

*No exceptions noted.*

- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*No exceptions noted.*

### ***Collections (excluding electronic funds transfers)***

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

- 5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees responsible for cash collections do not share cash drawers/registers;

- b) Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

- c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not responsible for collecting cash, unless another employee/official verifies the reconciliation.

*Not applicable.*

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

*Not applicable.*

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3 (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

*Sequentially pre-numbered receipts not used.*

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

*No exceptions noted.*

- c) Trace the deposit slip total to the actual deposit per the bank statement.

*No exceptions noted.*

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

*No exceptions noted.*

- e) Trace the actual deposit per the bank statement to the general ledger.

*No exceptions noted.*

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

- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- 9. For each location selected under procedure #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - b) At least two employees are involved in processing and approving payments to vendors;
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

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

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

*No exceptions noted.*

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
  - a) Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

*No exceptions noted.*

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

*Not applicable.*

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

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- 12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- 13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:
  - a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and:
  - b) Observe that finance charges and late fees were not assessed on the selected statements.

*No exceptions noted.*

- 14. Using the monthly statements or combined statements selected under #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges

only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*No exceptions noted.*

***Travel and Travel-Related Expense Reimbursements (excluding card transactions)***

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15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1h; and
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions noted.*

***Contracts***

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16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management’s representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner’s contract, and:

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;  
*Not applicable.*
- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);  
*No exceptions noted.*
- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and  
*Not applicable.*
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*Not applicable.*

*No exceptions noted.*

***Payroll and Personnel***

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17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

*No exceptions noted.*

18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #17 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

*No exceptions noted.*

19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or officials' cumulative leave records, agree the pay rates to the employee's or officials' authorized pay rates in the employee's or officials' personnel files, and agree the termination payment to entity policy.

*Not applicable.*

20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

*No exceptions noted.*

***Ethics***

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21. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17 obtain ethics documentation from management, and:
- a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - b) Observe whether the entity maintains documentation which demonstrates that each employee and official was notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

*No exceptions noted.*

*No exceptions noted.*

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*No exceptions noted.*

***Debt Service – Not Applicable***

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23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation,

and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management’s representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

***Fraud Notice***

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25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management’s representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

*Not applicable.*

26. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

*No exceptions noted.*

***Information Technology Disaster Recovery/Business Continuity***

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27. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**
- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.
  - b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c) Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

*We performed the procedure and discussed the results with management.*

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*Not applicable.*

***Prevention of Sexual Harassment***

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29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

*No exceptions noted.*



Members of the Board of Commissioners  
Fire Protection District No. 1  
Parish of Beauregard  
State of Louisiana

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

*No exceptions noted.*

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

*Annual sexual harassment report not completed.*

We were engaged by Fire Protection District No. 1, Parish of Beauregard, State of Louisiana to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Fire Protection District No. 1, Parish of Beauregard, State of Louisiana and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Windham & Reed CPA, L.L.C.  
DeRidder, Louisiana  
May 10, 2023