

**SABINE PARISH FIRE PROTECTION DISTRICT NO. 1
WARDS NO. 1 AND 2
FINANCIAL REPORT
YEAR ENDED DECEMBER 31, 2015**



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EUGENE W. FREMAUX II

CERTIFIED PUBLIC ACCOUNTANT

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
DECEMBER 31, 2015

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INDEPENDENT AUDITOR'S REPORT

The Board of Commissioners
Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2
Florien, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2, as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

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 Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2 as of December 31, 2015, 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.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 4 and page 16 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.



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We have applied certain limited procedures to the required supplemental 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2's basic financial statements. The other supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The other supplementary information listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The 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 information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is 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 November 12, 2018 on our consideration of Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2's internal control over financial reporting and our tests on its compliance with certain provision of laws, regulations, contracts and other matters. The purpose of that report is 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 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 the District's internal control over financial reporting and compliance.



EUGENE W. FREMAUX II, CPA

November 12, 2018

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2015

This section of the District's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended December 31, 2015. Please read it in conjunction with the transmittal letter at the front of this report and the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

The District's net position increased \$236,327 to \$1,466,413 during the year.
 Net position increased because of excess revenues over operating expenses.
 Expenses for the year amounted to \$294,047, a decrease of \$34,691.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts:

- Management's discussion and analysis
- Basic financial statements
- Supplementary information

The basic financial statements include two kinds of statements that present different views of the District:

The first two statements are government-wide financial statements that provide both long-term and short-term information about the District's overall financial status.

The remaining statements are fund financial statements that focus on individual parts of the District's operations in more detail than the government-wide statements. The District has only one fund, the general fund.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Condensed Statement of Net Position

	December 31, 2015	December 31, 2014
Current and other assets	\$ 745,987	\$ 611,195
Capital assets, net	<u>737,535</u>	<u>636,422</u>
Total Assets	<u>\$ 1,483,522</u>	<u>\$ 1,247,617</u>
Current and other liabilities	\$ 17,109	\$ 17,531
Long-term debt	-	-
Net Position		
Invested in capital assets	722,535	636,422
Unrestricted	<u>743,878</u>	<u>593,664</u>
Total net position	<u>1,466,413</u>	<u>1,230,086</u>
Total liabilities and net position	<u>\$ 1,483,522</u>	<u>\$ 1,247,617</u>

The District's net position increased \$236,327 during the year, due to revenues exceeding expenses.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2015

Condensed Statement of Activities

	Year Ended	
	December 31, 2015	December 31, 2014
Expenses	\$ (294,047)	\$ (328,738)
Contributions	15,000	-
Subtotal	(279,047)	(328,738)
General revenues	515,374	482,646
Change in net position	\$ 236,327	\$ 153,908

During 2015, revenues increased by \$47,728 due primarily to increased ad valorem tax revenue in addition to a land donation of \$15,000. In addition, expenses decreased by \$34,691.

FINANCIAL ANALYSIS OF THE FUNDS

The District's governmental fund balance increased \$135,214 during the year. Expenses decreased by \$31,735 to \$380,160, primarily due to decreased debt service offset by increased capital outlay for trucks and equipment. Total revenues increased by \$32,728 to \$515,374, primarily due increased ad valorem tax revenues. Capital expenditures are expensed in the general fund financial statements, but are capitalized and depreciated in the government-wide financial statements.

CAPITAL ASSETS

The following amounts, consisting primarily of two pumper trucks, were added to capital assets in 2015:

	December 31, 2015	December 31, 2014
Capital assets added	\$ 212,462	\$ 283,823

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The District does not expect any significant changes in revenues or expenses for next year.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. Carroll Ellzey, President, P O Box 38, Florien, LA 71429.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
STATEMENT OF NET POSITION

December 31, 2015

ASSETS	
Cash	\$ 278,129
Receivables	457,814
Prepaid expenses	9,709
Capital assets, net of accumulated depreciation	737,535
Deposits	<u>335</u>
TOTAL ASSETS	<u>1,483,522</u>
LIABILITIES	
Accounts payable	<u>17,109</u>
TOTAL LIABILITIES	<u>17,109</u>
NET POSITION	
Invested in capital assets	737,535
Unrestricted	<u>728,878</u>
TOTAL NET POSITION	<u>\$ 1,466,413</u>

The accompanying notes are an integral part of these statements.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
 FLORIEN, LOUISIANA
 STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED DECEMBER 31, 2015

	Expenses	Capital Grants and Contributions	Net (Expenses) Revenue and changes in net position Governmental Unit
FUNCTIONS/PROGRAMS			
Governmental activities:			
General government	<u>\$ 294,047</u>	<u>\$ 15,000</u>	<u>\$ (279,047)</u>
Total governmental activities	<u>294,047</u>	<u>15,000</u>	<u>(279,047)</u>
General revenues:			
Taxes			464,221
State revenue sharing			31,944
Interest			38
Other			<u>19,171</u>
Total general revenues			<u>515,374</u>
Change in net position			236,327
Net position, beginning of year			<u>1,230,086</u>
Net position, end of year			<u><u>\$ 1,466,413</u></u>

The accompanying notes are an integral part of these statements.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
 FLORIEN, LOUISIANA
 GOVERNMENTAL FUNDS
 BALANCE SHEET
 December 31, 2015

ASSETS

Cash	\$ 278,129
Receivables	457,814
Prepaid expenses	9,709
Deposits	<u>335</u>
Total assets	<u>\$ 745,987</u>

LIABILITIES AND FUND BALANCE

Liabilities

Accounts payable	<u>\$ 17,109</u>
Total liabilities	<u>17,109</u>

Fund balance:

Nonspendable-prepaid expenses	9,709
Unassigned	<u>719,169</u>
Total fund balance	<u>728,878</u>

Total liabilities and fund balance	<u>\$ 745,987</u>
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The accompanying notes are an integral part of these statements.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET ASSETS

December 31, 2015

Total fund balances - Governmental Funds		\$ 728,878
Cost of capital assets at December 31, 2015	\$ 2,223,607	
Less accumulated depreciation at December 31, 2015	<u>(1,486,072)</u>	<u>737,535</u>
Total net position at December 31, 2015 - Governmental Activities		<u>\$ 1,466,413</u>

The accompanying notes are an integral part of these statements.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
 FLORIEN, LOUISIANA
 STATEMENT OF REVENUES, EXPENDITURES, AND
 CHANGES IN FUND BALANCE -
 GOVERNMENTAL FUND
 GENERAL FUND
 Year ended December 31, 2015

Revenues:	
Taxes	\$ 464,221
State revenue sharing	31,944
Grants	-
Interest income	38
Other	<u>19,171</u>
Total revenues	<u>515,374</u>
Expenditures:	
General government:	
Personnel costs	49,290
Occupancy	21,262
Insurance	30,537
Operating services	63,229
Capital outlay	<u>215,842</u>
Total general government	<u>380,160</u>
Excess (deficiency) of revenues over expenditures	135,214
Fund balance, beginning of year	<u>593,664</u>
Fund balance, end of year	<u>\$ 728,878</u>

The accompanying notes are an integral part of these statements.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2

RECONCILIATION OF THE GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES

December 31, 2015

Excess of revenues over expenditures		\$	135,214
Land donation			15,000
Capital assets:			
Capital outlay capitalized	\$	197,462	
Depreciation expense for year		<u>(111,349)</u>	<u>86,113</u>
Change in net assets - Governmental Activities		\$	<u><u>236,327</u></u>

The accompanying notes are an integral part of these statements.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

(1) Summary of significant accounting policies

The Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2 was created by the Sabine Parish Police Jury, as authorized by Louisiana Revised Statute 40:1492, for the purpose of providing fire protection within the District. The District is governed by a board of five commissioners appointed by the Police Jury and Village of Florien. The commissioners serve two year terms.

A. Basis of Accounting

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local government entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This Codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

The accompanying financial statements of the Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2 present information only as to the transactions of the programs of the Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2 as authorized by Louisiana statutes and administrative regulations.

Basis of Accounting refers to when revenues and expenses are recognized in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The accounts of the Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2 are maintained in accordance with applicable statutory provisions:

Revenue Recognition

Revenues are recognized using the full accrual basis of accounting therefore, revenues are recognized in the accounting period in which they are earned and became measurable;

Expense Recognition

Expenses are recognized on the accrual basis, therefore, expenses, including salaries, are recognized in the period incurred, if measurable.

B. Budgetary Accounting

Formal budgetary accounting is employed as a management control. The Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2's prepares and adopts a budget each year in accordance with the Louisiana Revised Statutes. The operating budget is prepared based on prior year's revenues and expenditures and the estimated increase therein for the current year, using the full accrual basis of accounting. The Fund amends its budget when projected revenues are expected to be less than budgeted revenues by five percent or more and/or projected to be more than budgeted amounts by five percent or more. All budget appropriations lapse at year end.

C. Cash and Cash Equivalents

Consistent with GASB Statement 9, the Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2 defines cash and equivalents as follows:

Cash – includes not only currency on hand but also demand deposits with banks or other financial institutions and other kinds of accounts that have the general characteristics of demand deposits in that the customer may deposit additional funds at any time and also effectively may withdraw funds at any time without prior notice or penalty.

Cash equivalents – includes all short term, highly liquid investments that are readily convertible to known amounts of cash and are so near their maturity that they present insignificant risk of changes in value because of interest rates. Generally, only investments that, at the date of purchase, have a maturity date no longer than three months qualify under the definition.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

D. Receivables

All receivables are reported at their gross value and, where applicable, are reduced by the estimated portion that is expected to be uncollectable.

E. Bad debts

Uncollectable accounts receivable are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectability of the particular receivable.

F. Capital Assets

Capital assets are carried at historical costs. Depreciation of all exhaustible capital assets used by the Sabine Parish fire Protection District No. 1, Wards No. 1 and 2 is charged as an expense against operations in the Statement of Activities. Capital assets net of accumulated depreciation are reported on the Statement of Net Position. Depreciation is computed using the straight line method over the estimated useful life of the assets, generally 10 to 40 years for buildings and building improvements and 5 to 10 years for moveable property. Expenditures for maintenance, repairs and minor renewals are charged to earnings as incurred. Major expenditures for renewals and betterment are capitalized.

G. Compensated Absences

Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2 does not have full time employees, therefore, no liability for compensated absences has been recorded in the accompanying financial statements.

H. Restricted Net Position

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

1. Investment in capital assets, net of related debt – consist of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributed to the acquisition, construction, or improvement of those assets;
2. Restricted net position – net position with constraints placed on the use either by a) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or b) law through constitutional provisions or enabling legislation;
3. Unrestricted – all other net position is reported in this category.

I. Fund Equality

In the fund financial statements, governmental fund equity is classified as fund balance and displayed in five components:

1. Nonspendable – amounts that cannot be spent wither because they are in nonspendable form or because they are legally or contractually required to be maintained intact;
2. Restricted – amounts constrained to specific purposes by either a) creditors, grantors, contributors, or the laws or regulations of other governments, or b) constitutional provisions or enabling legislation;
3. Committed – amounts constrained to specific purposes by the governmental entity at its highest level of decision-making authority (Board of Commissioners). These amounts cannot be used for any other purposes unless the government takes the same highest level action to remove or change the constraint;
4. Assigned – amounts that do not meet the criteria to be classified as restricted or committed that are intended to be used for specific purposes as established by the Board of Commissioners or its management to which the Board of Commissioners has delegated the authority to assign amounts for specific purposes;
5. Unassigned – all other spendable amounts.

The Board of Commissioners established (and modifies or rescinds) fund balance commitments and assignments by passage of an ordinance or resolution.

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

The Commission typically uses restricted fund balances first, followed by committed, assigned and unassigned funds when an expenditure is incurred for purposes for which amounts in any of these fund classifications could be used.

J. Estimates

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

(2) Cash

For reporting purposes, deposits with financial institutions including savings, demand deposits, time deposits, and certificates of Deposit. Under state law, the Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2 may deposit funds within a fiscal agent bank selected and designated by the Interim Emergency Board. Further, the Fund may invest in time certificates of deposit of state banks organized under the laws of Louisiana, in savings accounts or shares of savings and loan associations and savings banks and in share accounts and share certificate accounts of federally or state chartered credit unions.

Deposits in bank accounts are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These pledged 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.

(3) Accounts receivable

The following is a summary of accounts receivable at December 31, 2015:

Revenue sharing	\$ 7,986
Ad valorem taxes	<u>449,828</u>
Total	<u>\$457,814</u>

(4) Ad valorem taxes

The District is funded primarily with ad valorem taxes amounting to 19.03 mills, which amounted to collections of \$464,221 for 2015.

(5) Capital assets

A summary of the District's capital assets at December 31, 2015 follows:

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

	Land	Vehicles and Equipment	Building Improvements	Total
Cost of capital assets, beginning of year	\$ 5,500	\$ 1,616,222	\$ 389,423	\$ 2,011,145
Deletions	-		-	-
Additions	15,000	197,462	-	212,462
Cost of capital assets, end of year	<u>\$ 20,500</u>	<u>\$ 1,813,684</u>	<u>\$ 389,423</u>	<u>\$ 2,223,607</u>
Accumulated depreciation, beginning of year	\$ -	\$ 1,092,760	\$ 281,963	\$ 1,374,723
Deletions				-
Additions		99,900	11,449	111,349
Accumulated depreciation, end of year	<u>\$ -</u>	<u>\$ 1,192,660</u>	<u>\$ 293,412</u>	<u>\$ 1,486,072</u>
Capital assets, net of accumulated depreciation, end of year	<u>\$ 20,500</u>	<u>\$ 621,024</u>	<u>\$ 96,011</u>	<u>\$ 737,535</u>

(6) Risk Management

The District is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the District maintains commercial insurance policies covering; automobile liability, medical payments, uninsured motorist, and collision; business liability; property coverage; and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts

(7) Leases

The Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2 was not obligated under any capital or operating lease commitments at December 31, 2015.

(8) Litigation

There was no outstanding litigation against the Sabine Parish Fire protection District No. 1, Wards No.1 and 2 at December 31, 2015.

(9) Compensation paid to Commissioners

In accordance with Louisiana revised Statute 40:1498, members, including police jurors serving ex-officio, may be paid per diem of \$30 for attending board meetings – not to exceed two meetings in one calendar month. Compensation paid in 2015 to the Commissioners follows:

Carroll Ellzey	\$420
Jack Hanke	450
John Corley	450
Willis Funderburk	420
Barry Goss	No per diem
Barry Goss	6,000 salary for bookkeeping services

OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
 FLORIEN, LOUISIANA
 GENERAL FUND
 BUDGETARY COMPARISON SCHEDULE
 For the year ended December 31, 2015

	Original Budget	Final Budget	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Revenues:				
Taxes	\$ 390,000	\$ 409,387	\$ 464,221	\$ 54,834
State revenue sharing	20,000	15,972	31,944	15,972
Grants	-	-	-	-
Interest income	50	38	38	-
Other	17,000	19,170	19,171	1
Total revenues	<u>427,050</u>	<u>444,567</u>	<u>515,374</u>	<u>70,807</u>
Expenditures:				
General government:				
Personnel costs	61,600	50,290	49,290	1,000
Occupancy	39,700	17,031	21,262	(4,231)
Insurance	40,000	24,229	30,537	(6,308)
Operating services	79,000	45,561	63,229	(17,668)
Debt service				
Principal	-	-	-	-
Interest	-	-	-	-
Capital outlay	<u>230,000</u>	<u>230,842</u>	<u>215,842</u>	<u>15,000</u>
Total general government	<u>450,300</u>	<u>367,953</u>	<u>380,160</u>	<u>(12,207)</u>
Excess (deficiency) of revenues over expenditures	(23,250)	76,614	135,214	83,014
Fund balance, beginning of year	<u>593,664</u>	<u>593,664</u>	<u>593,664</u>	
Fund balance, end of year	<u>\$ 570,414</u>	<u>\$ 670,278</u>	<u>\$ 728,878</u>	<u>\$ 83,014</u>

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
DECEMBER 31, 2015

CURRENT YEAR FINDINGS

2015-01 Segregation of duties

Criteria: Adequate segregation of duties requires that critical functions of key accounting processes be assigned to and performed by more than one individual.

Condition: Our evaluation of the internal control structure revealed an absence of appropriate segregation of duties over cash receipts, accounts payable, and general ledger preparation. The receipt of funds, bank deposits and posting of receipts are performed by the same individual. Invoices are received, processed and paid by one individual who has check signature authority. The same individual prepares bank reconciliations and maintains the general ledger.

Cause: The District does not have sufficient employees to adequately separate the key accounting processes.

Effect: Without adequate segregation of duties, intentional or unintentional errors could occur and not be detected, increasing the risk of loss or theft of the District's assets.

Recommendation: Since the costs associated with establishing an appropriate system of internal control should not outweigh the benefits derived from it, we recommend that the District develop and implement procedures that provide as much segregation of duties possible utilizing the management and staff available. At a minimum, bank reconciliations should be reviewed by a Board member not involved in accounting functions or check signing, and checks should only be signed by Board members not involved in accounting functions.

Management's Response: See Management's Corrective Action Plan

2015-02 Deposits

Criteria: Deposits should be made within one day of receipt to minimize the risk of loss to the District.

Condition: The District receives the majority of funds from monthly checks from the Sabine Parish Sheriff, however during 2015 deposits were made only in the months of February, June, July, September, and December. In addition, two checks for the Sheriff, dated in May and June 2015 and amounting to \$9,523, were misplaced and had to be reissued by the Sheriff in 2016. A deposit in the amount of \$3,917.75 was posted in the general ledger with a date of July 14, 2015 and was shown as an outstanding deposit at December 31, 2015, however these two checks were included in another deposit dated the same date. The amount posted as a deposit in the general ledger was not always the actual amount of the deposit made, as some bank deposits included more than one check. Generally, bank deposit slips only indicated an amount

and did not list individual checks or details that composed the deposit. Supporting records of deposits were not always complete. The July 2015 bank reconciliation did not balance due to a missing deposit of \$7,212.83 in the general ledger and was forced to balance by crediting an account entitled "Reconciliation Discrepancies", which appeared on the income statement and was not corrected during the year.

Cause: The District does not have adequate procedures in place (1) to insure deposits are made timely and recorded properly in the general ledger, (2) bank reconciliations are being properly reviewed and approved and (3) appropriate documentation is maintained in the accounting records.

Effect: Monthly financial statements furnished the Board were misleading as it related to monthly revenues collected. Management was not aware of the missing checks until June 2016. Without adequate procedures in place, intentional or unintentional errors could occur and not be detected, increasing the risk of loss or theft of the District's assets.

Recommendation: Procedures should be adopted and implemented to insure that (1) accounting records should be organized in a manner that will minimize the possibility of misplaced checks, (2) deposits should be made within one day of receiving the check, (3) the face of the deposit slip should contain proper identification information of what was deposited (payor and check number) and the amount of the deposit should match the posting of the deposit in the general ledger, and (4) accounting records of each deposit should be supported by copies of all checks deposited, along with any supporting documents.

Management's Response: See Management's Corrective Action Plan

2015-03 Budgets

Criteria: The Local Government Budget Act (Act) has requirements that must be met relating to budgeting procedures.

Condition: The budget for 2015 was adopted January 19, 2015, which was not prior to the start of 2015 as required by the Act. In addition, the 2015 budget was amended on February 15, 2016, which was not prior to the end of 2015 as required by the Act.

Cause: The District did not timely adopt the budget for 2015 nor the amended budget for 2015.

Effect: The District is not in compliance with the Act.

Recommendation: The District should comply with all provisions of the Act.

Management's Response: See Management's Corrective Action Plan

2015-04 Annual Financial Statements

Criteria: LRS 24:514 requires the District to file its annual financial statements with the Louisiana Legislative Auditor's office within six months after the end of its fiscal year, which would be June 30, 2016. The District's annual financial statements were not filed within the timeframe required by state law.

Condition: The District is not in compliance with LRS 24:514.

Cause: The District's financial information was not furnished to the District's independent auditor on timely basis for the audit to be completed by the June 30, 2016 deadline.

Effect: The District is prohibited from receiving state funds until the financial statements are filed with the Louisiana Legislative Auditor's office.

Recommendation: The District should comply with state law.

Management's Response: See Management's Corrective Action Plan

2015-05 Payroll

Criteria: The District should be in compliance with payroll regulations issued by the Internal Revenue Service (IRS) relating to volunteer firefighters.

Condition: The District pays a fixed monthly amount to the chief, two assistant chiefs, bookkeeper, Board members and station caretakers and reports these payments (\$36,540 in 2015) in accordance with Form 1099-MISC regulations for payments to independent contractors. IRS Publication 5138 "Quick Reference Guide for Public Employees" has a section entitled "Volunteer Firefighters" which states "Volunteer firefighters are considered employees and their remuneration is generally subject to all withholding taxes."

Cause: The District has elected to treat the payments in the past as payments to independent contractors.

Effect: Non-compliance with IRS regulations could expose the District to substantial monetary penalties, in addition to having to pay the IRS for payroll taxes not paid in the past.

Recommendation: Based upon the wording in IRS Publication 5138, I believe the payments being made to the chief, two assistant chiefs, bookkeeper, Board members and station caretakers should be considered payments to employees and not independent contractors.

Management's Response: See Management's Corrective Action Plan

2015-06 Cash Disbursements

Criteria: Adequate internal control should require proper approved support be attached to the check stub before the check is signed.

Condition: Of the 52 cash disbursements we selected for additional testing, eight (15%) did not have any support attached.

Cause: The District does not require supporting documents to be attached to the file copy of the check stub before the check is signed.

Effect: Without adequate support furnished to the check signers, intentional or unintentional payments could occur and not be detected, increasing the risk of loss or theft of the District's assets.

Recommendation: Check signers should not sign checks with proper approved supporting documents attached.

Management's Response: See Management's Corrective Action Plan

2015-07 Minutes

Criteria: LRS 24:144 requires minutes of the Board to be published within ten days from the date of any meeting at which official proceedings were held.

Condition: Board minutes are not being published.

Cause: The District has not published the minutes

Effect: The Board is not in compliance with the state law.

Recommendation: The Board should adopt procedures to insure compliance with state law.

Management's Response: See Management's Corrective Action Plan

PRIOR YEAR FINDINGS

None

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

The Board of Directors
Sabine Parish Fire Protection District No. 1, Wards No.1 and 2
Florien, 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 of Sabine Parish Fire Protection District No. 1, Wards No. 1 and 2, Florien, Louisiana, as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements, and have issued our report thereon dated November 12, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District’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 the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’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, therefore material weaknesses may exist that have not been identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses (finding 2015-01, 2015-02 and 2015-06).

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District’s financial statements are free of 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and are described in the accompanying schedule of findings and questioned costs as items 2015-03, 2015-04, 2015-05, and 2015-07.



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 District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



EUGENE W. FREMAUX II, CPA
November 12, 2018

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD
YEAR ENDED DECEMBER 31, 2015

AGENCY HEAD: CARROLL ELLZEY

Per Diem	\$420
Other	None

SABINE PARISH FIRE PROTECTION DISTRICT NO. 1, WARDS NO. 1 AND 2
FLORIEN, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION PLAN
YEAR ENDED DECEMBER 31, 2015

Current Year Audit Findings (2015)

2015-01 Segregation of duties

Effective immediately (November 2018) person doing the accounting, accounts payable, bank reconciliations etc. will surrender check signing privileges. Monthly bank reconciliations will be reviewed and signed by at least one board member. All check vouchers will be signed by at least one board member who is not involved in the check signing process.

2015-02 Deposits

Deposits will be made within one to two days of being received. Deposits will be documented by a copy of the check and supporting documents received with the check.

2015-03 Budgets

The district's budget will be adopted in December prior to the beginning of the next physical year. The district's budget will be amended if necessary before the close of the fiscal year to be in compliance with the ACT.

2015-04 Annual financial statements

The district will be ready to furnish financial information to the auditor at auditor's request.

2015-05 Payroll

The district will initiate a payroll withholding system effective January 2019!

2015-06 Cash Disbursements

Checks are not issued without proper documentation. All documentation will be attached to the check for signers to view.

2015-07 Minutes

Minutes will be submitted to the official publication within 5 working days from the date of the meeting.



Barry Goss, Secretary/Treasurer



Carroll Elzey, Chairman