

# St. Helena Fire Protection District No. 4

## Annual Financial Statements

As of and for the Year Then Ended December 31, 2017  
With Supplemental Information Schedules



**BRUCE HARRELL & COMPANY**  
CERTIFIED PUBLIC ACCOUNTANTS  
A Professional Accounting Corporation

**St. Helena Fire Protection District No. 4**  
**Annual Financial Statements**  
**As of and for the Year Ended December 31, 2017**  
**With Supplemental Information Schedules**

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**St. Helena Fire Protection District No. 4**  
**Annual Financial Statements**  
**As of and for the Year Ended December 31, 2017**  
**With Supplemental Information Schedules**

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## Independent Accountant's Review Report

Board of Commissioners  
St. Helena Fire Protection District No. 4  
Greensburg, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Helena Fire Protection District No. 4, Greensburg, Louisiana, a component unit of the St. Helena Parish Police Jury, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

### Management's Responsibility for the Financial Statements

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

### Accountant's Responsibility

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

### 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 8-13 and page 35 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the representation of management. We have reviewed such required supplementary information, and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on it.

**BRUCE HARRELL & CO.**  
CERTIFIED PUBLIC ACCOUNTANTS  
A Professional Accounting Corporation

St. Helena Fire Protection District No. 4  
Independent Accountant's Review Report  
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The supplementary information contained in the Other Supplemental Information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. We have reviewed such supplementary information, and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on it.

A handwritten signature in black ink that reads "Bruce Harrell & Co." with a stylized flourish at the end.

Bruce Harrell & Company, CPAs  
A Professional Accounting Corporation

Kentwood, Louisiana  
June 9, 2018

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**Required Supplemental Information (Part I)**  
**Management's Discussion and Analysis**

**St. Helena Fire Protection District No. 4**  
**Management's Discussion and Analysis**  
**As of and for the Year Ended December 31, 2017**

**Introduction**

The St. Helena Fire Protection District No. 4, Greensburg, Louisiana (the District) is pleased to present its Annual Financial Statements developed in compliance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - Management's Discussion and Analysis - For State and Local Governments* (GASB 34), and related standards.

The District's discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the District's financial activity, (c) identify changes in the District's financial position, (d) identify any significant variations from the District's financial plan, and (e) identify individual fund issues or concerns.

Since Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the District's financial statements in this report.

**Financial Highlights**

- At December 31, 2017, the District's assets exceeded its liabilities by \$383,955 (net position). Of this amount, \$306,435 (unrestricted net position) may be used to meet the District's ongoing obligations to its citizens.
- For the year ended December 31, 2017, the District's total net position increased by \$21,332.
- At December 31, 2017, the District's governmental funds reported combined ending fund balances of \$344,177, an increase of \$10,824 for the year. Of this amount, approximately 86.70% percent is available for spending at the District's discretion (unassigned fund balances).
- For the year ended December 31, 2017, the District's total debt for governmental funds decreased by \$31,751, due to the revenue bond and capital lease principal payments.

**Overview of the Annual Financial Report**

The financial statement focus is on both the District as a whole and on the major individual funds. Both perspectives, government-wide and major funds, allow the user to address relevant questions, broaden a basis for comparison, and enhance the District's accountability. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The MD&A is intended to serve as an introduction to the District's basic financial statements, which consist of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

**St. Helena Fire Protection District No. 4  
Management's Discussion and Analysis  
As of and for the Year Ended December 31, 2017**

**Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private-sector business. It now provides readers a concise "entity-wide" Statement of Net Position and Statement of Activities, seeking to give the user of the financial statements a broad overview of the District's financial position and results of operations in a manner similar to a private sector. If the District determines that presentation of a component unit (which are other governmental units for which the District can exercise significant influences or for which the Primary Government financial statements would be misleading if component unit information is not presented) is necessary to allow the reader to determine the relationship of the component unit and primary government, the component unit information is presented in a separate column of the financial statements or in a separate footnote. For the current fiscal year, the St. Helena Fire Protection District No. 4 has no component units.

The Statement of Net Position presents information on all the District's assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. The difference between the assets and liabilities is reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related and legal requirements. The District uses one category of funds to account for financial transactions: governmental funds. Traditional users of governmental financial statements will find the fund financial statements presentation more familiar.

Governmental funds are used to account for most of the District's basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances that are left at year-end that are available for spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for government funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the District's more immediate decisions on the current use of financial resources. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

**St. Helena Fire Protection District No. 4  
Management's Discussion and Analysis  
As of and for the Year Ended December 31, 2017**

The District maintains two individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and the Debt Service Fund, which are considered to be major funds. The basic government-wide fund financial statements can be found on Statements A and B of this report.

**Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Government-Wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The following table provides a summary of the District's net position for the current year as compared to the prior year. For more detailed information, see the Statement of Net Position in this report.

**Net Position  
2017 and 2016**

	<b>Governmental Activities</b>	
	<b>2017</b>	<b>2016</b>
Assets:		
Current and Other Assets	\$ 364,344	\$ 351,852
Capital Assets	181,650	203,405
Total Assets	<u>545,994</u>	<u>555,257</u>
Liabilities:		
Long-Term Debt Outstanding	139,692	171,443
Other Liabilities	22,347	21,191
Total Liabilities	<u>162,039</u>	<u>192,634</u>
Net Position:		
Net Investment in Capital Assets	39,778	29,270
Restricted for Debt Service	37,742	37,857
Unrestricted	306,435	295,496
Total Net Position	<u>\$ 383,955</u>	<u>\$ 362,623</u>

A large portion of the District's total assets is its investment in capital assets (e.g., land, land improvements, buildings, equipment, etc.) of \$181,650. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. The decrease in Capital Assets of \$21,755 is due to the current year capital outlays of \$13,713, less current year net disposals of \$3,230, less depreciation expense of \$32,238.

The District had \$37,742 in net position subject to external restrictions on how they may be used. The District's restricted net position consists of cash reserves and ad valorem tax receivables less accrued interest payable in the Debt Service Fund.

The District had \$306,435 in unrestricted net position that may be used to meet the District's ongoing obligations to citizens and creditors.

**St. Helena Fire Protection District No. 4  
Management's Discussion and Analysis  
As of and for the Year Ended December 31, 2017**

The District's Net Investment in Capital Assets of \$39,778 indicates the amount the investment in capital assets exceeds the amount of related debt in capital assets.

At the end of the current fiscal year, the District was able to report positive overall net position balances in both the government-wide and governmental activities. The same held true for the prior fiscal year.

**Changes in Net Position  
For the years ended December 31, 2017 and 2016**

	<u>Governmental Activities</u>	
	<u>2017</u>	<u>2016</u>
Revenues:		
Program Revenues:		
Charges for Services	\$ 30,000	\$ 30,000
Operating Grants and Contributions	2,180	19,618
General Revenues:		
Ad Valorem Taxes	300,513	273,215
Interest Income	833	1,017
Miscellaneous	16,629	16,938
Insurance Proceeds	9,250	
Gain (Loss) on Sale of Assets from Insurance Proceeds	3,270	-
Total Revenues	<u>362,675</u>	<u>340,788</u>
Expenses:		
Public Safety Fire Protection	334,709	301,464
Bond Interest	5,611	6,135
Capital Lease Interest	1,023	1,402
Total Expenses	<u>341,343</u>	<u>309,001</u>
Change in Net Position	21,332	31,787
Net Position, Beginning	<u>362,623</u>	<u>330,836</u>
Net Position, Ending	<u>\$ 383,955</u>	<u>\$ 362,623</u>

**Governmental Activities**

The District's net position increased by \$21,332 to \$383,955.

The District's general revenues increased overall by \$21,887 from the prior year mainly due to an increase in Ad Valorem Taxes in the amount of \$27,298.

Expenses of the District increased by \$32,342.

**Fund Financial Analysis**

As of the end of the current fiscal year, the District's General Fund and Debt Service Fund reported ending fund balances of \$306,435 and \$37,742, respectively. This represents an increase of \$10,939 and a decrease of \$115 respectively from prior year balances.

**St. Helena Fire Protection District No. 4  
Management's Discussion and Analysis  
As of and for the Year Ended December 31, 2017**

**General Fund Budgetary Highlights**

For the general fund, there were no variances of actual revenues to final budgeted amounts and no variance of actual expenditures to final budgeted amounts that would constitute a violation of state budget law. The District also maintains a positive fund balance.

- Total actual revenue was more than the final budget by \$2,462 for 2017.
- The budgeted capital outlay expenditures increased by \$14,163 from the original budget. The amended to actual capital outlay expenditures decreased \$450 for a total of \$13,713 in capital outlay expenditures for 2017.
- Actual expenditures for 2017 were more than the amended budget by \$6,476.

**Capital Assets and Debt Administration**

**Capital Assets**

The District's investment in capital assets for its governmental activities as of December 31, 2017 amounts to \$181,650 (net of depreciation). The total decrease in the District's investment in capital assets for the current fiscal year was \$21,755 (net of depreciation).

The capital additions, which included a security system, cutter and various other equipment totaled \$13,713.

The following table provides a summary of the District's capital assets (net of depreciation) at the end of the current year as compared to the prior year. For more detailed information, see Note 6 to the financial statements in this report.

**Capital Assets (Net of Depreciation)  
2017 and 2016**

<b>Capital Assets</b>	<u><b>Governmental Activities</b></u>	
	<u><b>2017</b></u>	<u><b>2016</b></u>
Land	\$ 14,318	\$ 14,318
Buildings and Improvements	100,695	96,438
Equipment	312,927	311,287
Furniture and Fixtures	646	646
Vehicles	325,585	323,469
Subtotal Capital Assets	<u>754,171</u>	<u>746,158</u>
Less: Accumulated Depreciation	<u>(572,521)</u>	<u>(542,753)</u>
<b>Capital Assets, Net</b>	<u><u>\$ 181,650</u></u>	<u><u>\$ 203,405</u></u>

**St. Helena Fire Protection District No. 4  
Management's Discussion and Analysis  
As of and for the Year Ended December 31, 2017**

**Long-Term Debt**

At December 31, 2017, the District had total debt outstanding of \$139,692. Of this total, \$37,140 is due within one year and \$102,552 is due within greater than one year. The following table provides a summary of the District's outstanding debt at the end of the current year as compared to the prior year. For more detailed information, see Note 8 to the financial statements in this report.

<b>Outstanding Debt</b>		<b>2016 and 2015</b>	
		<b>Governmental Activities</b>	
		<b>2017</b>	<b>2016</b>
Capital Leases	\$	14,692	\$ 21,443
Revenue Bonds		125,000	150,000
Total Outstanding Debt	\$	<u>139,692</u>	<u>\$ 171,443</u>

**Economic Factors and next year's Budget and Rates**

The District expects, based on current trends, that ad valorem tax revenue will remain relatively stable, and the Board will actively monitor expenditures to ensure that the District remains in compliance with requirements of budget law and sound financial management.

**Contacting the District's Financial Management**

This financial report is designed to provide a general overview of the District's finances and show the District's accountability for the money it receives. Questions regarding this report or requests for additional information should be addressed to Wayne Jones, President, St. Helena Fire Protection District No. 4, 8352 Hwy 37, Greensburg, Louisiana, 70441, Phone 225-222-4723.

**Basic Financial Statements**  
**Government-Wide Financial Statements**

**St. Helena Fire Protection District No. 4**  
**Statement of Net Position**  
**As of December 31, 2017**

**Statement A**

		<u><b>Governmental Activities</b></u>
<b>Assets</b>		
Current Assets:		
Cash and Cash Equivalents	\$	60,073
Receivables, Net:		
Intergovernmental		2,180
Ad Valorem Taxes Receivable		294,132
Prepaid Insurance		7,959
Total Current Assets		<u>364,344</u>
Capital Assets:		
Land		14,318
Capital Assets, Net		<u>167,332</u>
Total Capital Assets		<u>181,650</u>
<b>Total Assets</b>		<u>545,994</u>
<b>Liabilities</b>		
Current Liabilities:		
Accounts Payable		6,859
Other Accrued Payables		13,308
Bonds Payable		30,000
Capital Leases		7,140
Accrued Interest Payable		2,180
Total Current Liabilities		<u>59,487</u>
Long Term Liabilities:		
Bonds Payable		95,000
Capital Leases		7,552
Total Long Term Liabilities		<u>102,552</u>
<b>Total Liabilities</b>		<u>162,039</u>
<b>Net Position</b>		
Net Investment in Capital Assets		39,778
Restricted for:		
Debt Service		37,742
Unrestricted		306,435
<b>Total Net Position</b>	<b>\$</b>	<u><u>383,955</u></u>

See accompanying notes and independent accountant's review report.

## Statement B

**St. Helena Fire Protection District No. 4**  
**Statement of Activities**  
**For the year ended December 31, 2017**

	<b>Program Revenues</b>				<b>Net (Expenses)</b>	<b>Revenues and</b>	<b>Changes of</b>	<b>Primary</b>	<b>Government</b>
	<b>Expenses</b>	<b>Charges for</b>	<b>Operating</b>	<b>Grants &amp;</b>	<b>Net</b>				
		<b>Services</b>	<b>Contributions</b>	<b>(Expenses)</b>	<b>Revenues</b>	<b>Governmental</b>			
<b>Governmental Activities</b>						<b>Activities</b>			
Public Safety, Fire Protection	\$ 334,709	\$ 30,000	\$ 2,180	\$ (302,529)		\$ (302,529)			
Bond Interest Expense	5,611	-	-	(5,611)		(5,611)			
Capital Lease Interest	1,023	-	-	(1,023)		(1,023)			
<b>Total Governmental Activities</b>	341,343	30,000	2,180	(309,163)		(309,163)			
 <b>General Revenues:</b>									
Taxes:									
Ad Valorem Taxes						300,513			
Interest Income						833			
Miscellaneous						16,629			
Insurance Proceeds						9,250			
Gain (Loss) on Sale of Assets from Insurance Proceeds						3,270			
<b>Total General Revenues and Transfers</b>						330,495			
 <b>Change in Net Position</b>						21,332			
 <b>Net Position - Beginning</b>						362,623			
<b>Net Position - Ending</b>						\$ 383,955			

See accompanying notes and independent accountant's review report.

# Basic Financial Statements

## Fund Financial Statements

## Statement C

**St. Helena Fire Protection District No. 4**  
**Balance Sheet, Governmental Funds**  
**As of December 31, 2017**

	<u>General</u> <u>Fund</u>	<u>Debt Service</u> <u>Fund</u>	<u>Total</u> <u>Governmental</u> <u>Funds</u>
<b>Assets</b>			
Cash and Equivalents	\$ 50,137	\$ 9,936	\$ 60,073
Receivables, Net:			
Intergovernmental	2,180	-	2,180
Ad Valorem Taxes Receivable	262,955	31,177	294,132
Due From Other Funds	2,341	-	2,341
Prepaid Insurance	7,959	-	7,959
<b>Total Assets</b>	<b>\$ <u>325,572</u></b>	<b>\$ <u>41,113</u></b>	<b>\$ <u>366,685</u></b>
<b>Liabilities and Fund Balances</b>			
Liabilities:			
Accounts Payable	\$ 6,859	\$ -	\$ 6,859
Other Accrued Liabilities	12,278	1,030	13,308
Due to Other Funds	-	2,341	2,341
<b>Total Liabilities</b>	<b><u>19,137</u></b>	<b><u>3,371</u></b>	<b><u>22,508</u></b>
Fund Balances:			
Nonspendable	7,959	-	7,959
Restricted	-	37,742	37,742
Unassigned	298,476	-	298,476
<b>Total Fund Balances</b>	<b><u>306,435</u></b>	<b><u>37,742</u></b>	<b><u>344,177</u></b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ <u>325,572</u></b>	<b>\$ <u>41,113</u></b>	<b>\$ <u>366,685</u></b>

See accompanying notes and independent accountant's review report.

**St. Helena Fire Protection District No. 4**  
**Reconciliation of the Governmental Funds Balance Sheet**  
**to the Government-Wide Financial Statement of Net Position**  
**As of December 31, 2017**

Amounts reported for governmental activities in the Statement of Net Position are different because:

<b>Fund Balances, Total Governmental Funds (Statement C)</b>	\$	344,177
Capital assets used in governmental activities are not financial resources and are therefore not reported in the governmental funds.		
Governmental capital assets net of depreciation		181,650
Long-term liabilities including bonds payable and capital leases payable are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Bonds Payable		(125,000)
Capital Leases Payable		(14,692)
Accrued interest on bonds payable and capital leases payable are not accrued in the governmental funds.		
Accrued Interest, Bonds Payable		(1,719)
Accrued Interest, Capital Leases Payable		(461)
<b>Net Position of Governmental Activities (Statement A)</b>	<b>\$</b>	<b><u>383,955</u></b>

See accompanying notes and independent accountant's review report.

## Statement E

**St. Helena Fire Protection District No. 4**  
**Statement of Revenues, Expenditures and**  
**Changes in Fund Balances**  
**For the year ended December 31, 2017**

	<b>General Fund</b>	<b>Debt Service Fund</b>	<b>Total Governmental Funds</b>
<b>Revenues</b>			
Ad Valorem Taxes	\$ 268,707	\$ 31,806	\$ 300,513
Service Fees	30,000	-	30,000
Intergovernmental	2,180	-	2,180
Interest	814	19	833
Miscellaneous	16,629	-	16,629
<b>Total Revenues</b>	<b>318,330</b>	<b>31,825</b>	<b>350,155</b>
<b>Expenditures</b>			
Public Safety: Fire			
Salaries	126,358	-	126,358
Benefits	23,214	-	23,214
Payroll Taxes	9,667	-	9,667
Insurance	29,904	-	29,904
Fuel & Vehicle Expense	35,068	-	35,068
Other operating	2,946	-	2,946
Professional Fees	14,049	-	14,049
Repairs and Maintenance	4,019	-	4,019
Supplies	45,236	-	45,236
Telephone	3,836	-	3,836
Utilities	7,145	-	7,145
Capital Outlays	13,713	-	13,713
Debt Service			
Principal	6,751	25,000	31,751
Interest	1,235	5,911	7,146
Other	-	1,029	1,029
<b>Total Expenditures</b>	<b>323,141</b>	<b>31,940</b>	<b>355,081</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(4,811)</b>	<b>(115)</b>	<b>(4,926)</b>
<b>Other Financing Sources (Uses)</b>			
Proceeds from Insurance	15,750	-	15,750
<b>Total Other Financing Sources (Uses)</b>	<b>15,750</b>	<b>-</b>	<b>15,750</b>
<b>Net Change in Fund Balances</b>	<b>10,939</b>	<b>(115)</b>	<b>10,824</b>
<b>Fund Balances, Beginning</b>	<b>295,496</b>	<b>37,857</b>	<b>333,353</b>
<b>Fund Balances, Ending</b>	<b>\$ 306,435</b>	<b>\$ 37,742</b>	<b>\$ 344,177</b>

See accompanying notes and independent accountant's review report.

**St. Helena Fire Protection District No. 4**  
**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, 2017**

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

**Net Change in Fund Balances, Total Governmental Funds, Statement E** \$ 10,824

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period.

Expenditures for capital assets	\$	13,713	
Less:			
Current year depreciation		(32,238)	(18,525)

The net effect of transactions involving the disposal of capital assets is to decrease net assets:

Proceeds from sale of assets from insurance proceeds	\$	6,500	
Cost of assets disposed	\$	5,700	
Accumulated Depreciation		(2,470)	
Basis in assets disposed		3,230	
Gain on sale of assets from insurance proceeds			3,270

Repayment of bonds payable and capital leases principal is an expenditure in governmental funds but the repayment reduces long-term liabilities in the statement of net position.

Principal payments - bonds			25,000
Principal payments - capital leases			6,751

Accrued interest on bonds payable and capital leases payable are not accrued in the governmental funds but are accrued in the governmental activities.

Decrease in Accrued Interest Payable			512
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When recognizing the sale of capital assets, the governmental funds report the total proceeds of the sale. Only the gain or loss on the sale is reported in the Statement of Net Position.

(6,500)

<b>Change in Net Position of Governmental Activities, Statement B</b>	<b>\$</b>	<b>21,332</b>	
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# Basic Financial Statements

## Notes to the Financial Statements

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

**Introduction**

St. Helena Fire Protection District No. 4, Greensburg, Louisiana was created by ordinance of the St. Helena Parish Police Jury for the purpose of acquiring, maintaining, and operating building, machinery, water tanks, water hydrants, water lines, and any other things necessary to provide proper fire prevention and control of the property within the District. The District operates under the direction of a five-member board appointed by the St. Helena Parish Police Jury.

Governmental Accounting Standards Board (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, the District is considered a component unit of the St. Helena Parish Police Jury.

**1. Summary of Significant Accounting Policies**

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

Government-Wide Financial Statements (GWFS) – As required by the Governmental Accounting Standards Board (GASB), the District implemented GASB Statement No. 63, *“Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position”*, during the year ended December 31, 2012. GASB Statement No. 63 includes guidance for deferred outflows and deferred inflows of resources, which are distinct from and in addition to the assets and liabilities reported on the GWFS and reports the residual effect as net position, rather than as net assets as previously reported on the GWFS. While the District implemented GASB 63, the District did not have any deferred outflows or deferred inflows of resources at December 31, 2017. The definition and reporting of net position is further described in *Footnote J – Net Position/Fund Balance*.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all non fiduciary 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 segment is 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.

**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

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

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. 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 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. Only the portion of special assessment receivable, if any, due within the current fiscal period is considered to be susceptible to accrual as revenue of the current 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 funds:

The *General Fund* is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Debt Service Fund* is used to account for financial resources set aside to pay interest and principal on long term debt.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule, if applicable, are payments-in-lieu of taxes and other charges between the government's enterprise operations. 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, including special assessments. 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, then unrestricted resources as they are needed.

When restricted, committed, assigned, or unassigned fund balances are available for use, the District considers amounts to have been spent first out of restricted funds, then committed funds, then assigned funds, and finally unassigned funds as needed, unless it has been provided for otherwise in the restriction, commitment, or assignment action.

### **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 deposit, government-backed securities, commercial paper, the state-sponsored investment pool, and mutual funds consisting solely of government-backed securities.

Investments for the District are reported at fair market value. The District did not hold any investments at December 31, 2017.

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

**D. Receivables and Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.” Any residual balances outstanding between the governmental activities are reported in the government-wide financial statements as “internal balances.”

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All trade and property tax receivables are shown net of an allowance for uncollectible amounts.

Property taxes are levied on a calendar year basis and become due on January 1 of each year. The following is a summary of authorized and levied ad valorem taxes:

	<b>Authorized Millage</b>	<b>Levied Millage</b>	<b>Expiration Date</b>
General Fund	6.81 mills	6.06 mills	2020
General Fund	22.71 mills	20.20 mills	2021
Debt Service Fund	3.00 mills	3.00 mills	2020
Total	32.52 mills	29.26 mills	

At December 31, 2017, there were no taxpayers whose percentage of total assessed valuation was five percent or more of the total assessed valuation.

**E. Inventories and Prepaid Items**

All inventories are valued at cost using the first-in/first-out method. Inventories of the governmental funds are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**F. Restricted Assets**

For the Debt Service Fund, restricted assets consist of cash resources set aside for repayment of revenue bonds and interest in accordance with applicable bond covenants.

**G. Capital Assets**

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 \$300 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes.

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

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.

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

<u>Description</u>	<u>Estimated Lives</u>
Buildings & Improvements	20 - 40 Years
Equipment	5 - 15 Years
Furniture	5 Years
Vehicles	15 Years

**H. Compensated Absences**

The District adopted the following leave policy effective September 1, 2016:

Vacation Leave: Vacation leave is earned by all permanent full-time employees according to the length of service:

- 1 to 3 years = 40 hours of vacation
- 4 to 10 years = 80 hours of vacation
- 10 or more years = 120 hours of vacation

Vacation leave not taken in the year earned cannot be carried forward. Accordingly, the District has no accumulated compensated absences requiring recognition in accordance with GASB-16, *Accounting for Compensated Absences*.

Sick Leave: Sick leave is earned by all full-time employees at a rate of one day for each month of employment. Sick leave must be used in the same year earned. Also in accordance with GASB-16, no liability has been accrued for unused employee sick leave.

**I. 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. The District has implemented GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, but since current debt issues have no associated bond issuance costs, the implementation of this standard did not require revision in current accounting policies for existing debt. If applicable, bond premiums and discounts continue to be amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Under GASB Statement No. 65, if applicable for any new debt issue, debt issuance costs, other than prepaid insurance costs, should be recognized as an expense in the period incurred. Any prepaid insurance costs of any new debt issuance should be reported as an asset and recognized as an expense in a systematic and rational manner over the duration of the related debt.

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.

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

**J. Net Position/Fund Balance**

GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*, required reclassification of net assets into three separate components. GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, revised the terminology by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. GASB Statement No. 63 for the government-wide financial statements requires the following components of net position:

- **Net Investment in Capital Assets** – Capital assets including restricted capital assets, when applicable, net of accumulated depreciation reduced by the outstanding balance of any bonds, or indebtedness attributable to the acquisition, construction, or improvement of those assets. Deferred outflow of resources and deferred inflows of resources that are attributable to the acquisition, construction or improvement of those assets or related debt also should be included in this component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at year-end, the portion of the debt or deferred inflows of resources attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather, that portion of the debt or deferred inflows of resources should be included in the same net position calculation as unspent proceeds.
- **Restricted Net Position** – Net position with constraints placed on net asset use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- **Unrestricted Net Position** – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

In the fund statements, governmental fund equity is classified as fund balance. The District adopted GASB 54 for the year ended December 31, 2011. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used.

- **Nonspendable.** These are amounts that can not be spent either, because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- **Restricted.** These are amounts that can be spent only for specific purposes, because of constitutional provisions, enabling legislation or constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- **Committed.** These are amounts that can be used only for specific purposes determined by a formal decision of the Board, which is the highest level of decision making authority for the District. To be reported as committed, amounts cannot be used for any other purposes unless the Board takes the same highest level action to remove or change the constraint.
- **Assigned.** These are amounts that do not meet the criteria to be classified as restricted or committed, but are intended to be used for specific purposes based on the discretion of the Board.

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

- **Unassigned.** These are amounts that have not been assigned to other funds and amounts that have not been restricted, committed, or assigned to specific purposes within the general fund. Also within other governmental funds, these include expenditure amounts incurred for specific purposes which exceed the amounts restricted, committed or assigned for those purposes.

**K. Comparative Data/Reclassifications**

Certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

**L. 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.

**M. 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 amount 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 expenses during the reported period. Actual results could differ from those estimates.

**N. Reconciliations of Government-Wide and Fund Financial Statements**

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position is presented in Statement D of the basic financial statements. Explanation of certain differences between the governmental fund statement of revenues, expenses, and changes in fund balances and the government-wide statement of activities is presented in Statement F of the basic financial statements.

**O. Pension Plans**

The St. Helena Fire Protection District No. 4 is not a member of any retirement system. The District is a member of the Social Security system.

**2. Stewardship, Compliance and Accountability**

The District's budget procedures are defined in state law, Louisiana Revised Statutes 39:1301-14. The major requirements of the Local Government Budget Act are summarized as follows:

1. The District must adopt a budget each year for the general fund and each special revenue fund, if applicable.
2. The chairman must prepare a proposed budget and submit the proposed budget to the Board of Commissioners for consideration no later than fifteen days prior to the beginning of each fiscal year. At the same time, if total proposed expenditures are \$500,000 or more, a notice of public hearing on the proposed budget must be published in the official journal in each parish in which the District has jurisdiction. The proposed expenditures were less than \$500,000; therefore a public hearing was not required.

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

All action necessary to adopt and implement the budget must be completed prior to the beginning of the fiscal year. The budget was adopted on December 21, 2016.

3. Budgetary amendments involving the transfer of funds from one program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Board of Commissioners. The budget was amended on December 12, 2017.
4. The budget for the General Fund was adopted on a basis consistent with generally accepted accounting principles (GAAP). Accordingly, the Budgetary Comparison Schedule for the General Fund presents actual expenditures in accordance with the accounting principals generally accepted in the United States of America on a basis consistent with the legally adopted budgets as amended. All budgetary amounts presented reflect the original budget and the amended budget (which have been adjusted for legally authorized revisions of the annual budget during the year).

**3. Cash and Cash Equivalents**

At December 31, 2017, the District has cash and cash equivalents (book balances) as follows:

	<b>December 31,</b>
	<b>2017</b>
Cash on Hand	\$ 200
Interest-Bearing Deposits	59,873
Total	\$ 60,073

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. 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. 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.

At December 31, 2017, the district has \$64,134 in interest-bearing deposits (collected bank balances). These deposits are secured from risk by \$250,000 of federal deposit insurance.

**4. Receivables**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts are based upon historical trends and the period aging and write-off of accounts receivable. The major receivable balance for the governmental activities includes ad valorem taxes.

In the fund financial statements, the material receivable in governmental funds also includes a revenue accrual for ad valorem taxes. Non-exchange transactions collectible but not available are deferred in the fund financial statements in accordance with modified accrual, but not deferred in the government-wide financial statements in accordance with the accrual basis. However, a total for uncollectible property taxes was recorded based on past experience and the total ad valorem receivable at fiscal year end was recorded net of the uncollectible amount. Interest and investment earnings are recorded only if paid within 60 days since they would be considered both measurable and available.

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the District during the year and are billed to taxpayers and become due in November. Billed taxes

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

become delinquent on December 31<sup>st</sup> of each year. Revenues from ad valorem taxes are budgeted in the year billed and are recognized as revenue when billed. The St. Helena Parish Sheriff's Office bills and collects the property taxes using the assessed value determined by the St. Helena Parish Assessor. The taxes are generally collected in December of the current year and January and February of the ensuing year.

For 2017, the District levied 26.26 mills for the general fund and 3.00 mills for debt service for a total tax levy of \$389,462 on taxable property valued at \$11,794,740. The tax levy was subject to total homestead exceptions of \$89,328 reducing the District's total ad valorem revenues for the current year to \$300,134.

The Governmental Fund receivables at December 31, 2017 consist of the following:

<b>Government Receivables</b>	<b>General Fund</b>	<b>Debt Service Fund</b>	<b>Total</b>
Ad Valorem	\$ 268,321	\$ 31,813	\$ 300,134
Federal Grants	2,180	-	2,180
Less: Allowance for Uncollectible	(5,366)	(636)	(6,002)
<b>Total Government Receivables</b>	<b>\$ 265,135</b>	<b>\$ 31,177</b>	<b>\$ 296,312</b>

**5. Interfund Receivables/Payables**

As of December 31, 2017, below are the Interfund Receivables or Payables:

<b>Interfund Balances</b>	<b>Due To</b>	<b>Due From</b>
<b>General Fund</b>	\$ 2,341	\$ -
<b>Debt Service Fund</b>	-	2,341
<b>Total Interfund Balances</b>	<b>\$ 2,341</b>	<b>\$ 2,341</b>

**6. Capital Assets**

Capital assets and depreciation activity as of and for the year ended December 31, 2017 for governmental activities is as follows:

<b>Governmental Activities Capital Assets:</b>	<b>Beginning Balance</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balance</b>
Capital Assets Not Being Depreciated:				
Land	\$ 14,318	\$ -	\$ -	\$ 14,318
Total Capital Assets Not Being Depreciated	14,318	-	-	14,318
Capital Assets Being Depreciated:				
Buildings and Improvements	96,438	4,257	-	100,695
Equipment	311,287	7,340	(5,700)	312,927
Furniture and Fixtures	646	-	-	646
Vehicles	323,469	2,116	-	325,585
Total Capital Assets Being Depreciated	731,840	13,713	(5,700)	739,853
Less Accumulated Depreciation for:				
Buildings and Improvements	36,511	2,386	-	38,897
Equipment	246,288	10,901	(2,470)	254,719
Furniture and Fixtures	645	-	-	645
Vehicles	259,309	18,951	-	278,260
Total Accumulated Depreciation	542,753	32,238	(2,470)	572,521
Total Capital Assets Being Depreciated, Net	189,087	(18,525)	(3,230)	167,332
<b>Total Governmental Activities Capital Assets, Net</b>	<b>\$ 203,405</b>	<b>\$ (18,525)</b>	<b>\$ (3,230)</b>	<b>\$ 181,650</b>
Depreciation was charged to governmental functions as follows:				
Public Safety Fire Protection				\$ 32,238
				<u>\$ 32,238</u>

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

**7. Accounts and Other Payables**

The Governmental Fund payables at December 31, 2017 are as follows:

<b>Governmental Funds Payable</b>	<u><b>General Fund</b></u>	<u><b>Debt Service Fund</b></u>	<u><b>Total Governmental Funds</b></u>
Accounts	\$ 6,859	\$ -	\$ 6,859
Other Accrued Liabilities			
Pension Payable	8,688	1,030	9,718
Payroll Taxes Payable	3,590	-	3,590
<b>Total Government Funds Payable</b>	<u>\$ 19,137</u>	<u>\$ 1,030</u>	<u>\$ 20,167</u>

**8. Leases and Long Term Obligations**

The following is a summary of long-term obligation transactions for the year ended December 31, 2017:

	<u><b>Governmental Activities</b></u>		<u><b>Total Long-Term Obligations</b></u>
	<u><b>Capital Leases</b></u>	<u><b>Revenue Bonds</b></u>	
Beginning Balance	\$ 21,443	\$ 150,000	\$ 171,443
Additions	-	-	-
Deletions	6,751	25,000	31,751
Ending Balance	<u>\$ 14,692</u>	<u>\$ 125,000</u>	<u>\$ 139,692</u>

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 the long-term obligations:

	<u><b>Governmental Activities</b></u>		<u><b>Total Long-Term Obligations</b></u>
	<u><b>Capital Leases</b></u>	<u><b>Revenue Bonds</b></u>	
Current Portion	\$ 7,140	\$ 30,000	\$ 37,140
Long-Term Portion	7,552	95,000	102,552
	<u>\$ 14,692</u>	<u>\$ 125,000</u>	<u>\$ 139,692</u>

Long Term Debt as of December 31, 2017 is as follows:

	<u><b>Bonds Payable End of Year</b></u>	<u><b>Due Within One Year</b></u>
Governmental \$ 400,000 General Obligation Bonds, Series 2001 Dated 6/12/2002, due in annual installments of principal and interest between \$10,000 and \$35,000 with interest ranging from 1.95% to 4.25% through 3/1/2021	\$ 125,000	\$ 30,000
Governmental \$ 40,000 Capital Lease, collateralized by equipment Dated 8/30/2013 due in annual installments of principal and interest of \$7,987 with interest at 5.8% through 6/15/19	14,692	7,140
	<u>\$ 139,692</u>	<u>\$ 37,140</u>

The annual requirements to amortize all debt outstanding at December 31, 2017, including interest payments of \$12,008 are as follows:

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

<b>Year Ending</b> <b>12/31/17</b>	<b>Capital Lease</b>		<b>General Obligation Bonds</b>		<b>Total</b>
	<b>\$</b>	<b>40,000</b>	<b>\$</b>	<b>400,000</b>	
2018	\$	7,987	\$	34,533	\$ 42,520
2019		7,987		33,340	41,327
2020				32,110	32,110
2021		-		35,744	35,744
2022		-		-	-
	\$	<u>15,974</u>	\$	<u>135,727</u>	<u>\$ 151,701</u>

**9. Dedication of Proceeds and Flow of Funds – Ad Valorem Tax**

Proceeds of a special three mill tax, first levied in 2001, are levied on the dollar of assessed valuation on all property subject to taxation in the District and was dedicated for the purpose of acquiring land, buildings, equipment, and other facilities in the District for fire protection purposes. The special three mill tax expires in 2020.

The District, through its governing authority, adopted a resolution on August 22, 2000, authorizing the issuance of \$400,000 of twenty year General Obligation Bonds, Series 2001, for the purpose of purchasing and acquiring land, buildings, equipment, and other facilities, in the District for fire protection purposes. In that resolution, the proceeds of the ten year special tax were irrevocably and irrepealably pledged and dedicated in an amount sufficient for payment of the general obligation bonds authorized and interest as they become due and for other purposes. The certificate resolution requires that proceeds of the special tax now being levied and collected by the District is to be deposited with the District’s fiscal agent bank in a “Sinking Fund” (Debt Service Fund) until such time as there is on deposit in the Sinking Fund sufficient proceeds of the tax to pay all principal and interest falling due on the certificate in the ensuing year. After such time as there has been accumulated in the Sinking Fund the amount described in the preceding sentence, any surplus monies derived from the tax may be used by the District for any of the purposes for which the tax is authorized to be levied. The District shall make available from the Sinking Fund to paying agent at least three days in advance of the date on which each payment of principal and interest on the certificate falls due, funds fully sufficient to pay promptly the principal and interest falling due on such date.

After funds have been set aside out of the revenues of the tax for each tax roll year sufficient to pay the principal and interest on the certificate for the ensuing calendar year, and all required amounts have been deposited in the Sinking Fund, then any excess of annual revenues of the tax remaining for that tax roll year shall be free for expenditures by the District for the purposes for which the tax was authorized by the voters.

As of December 31, 2017, the District was in compliance with the certificate covenants since the amount of cash, plus ad valorem taxes due the District, exceeded the sinking fund requirement.

**10. Restricted Fund Balances**

At December 31, 2017, the debt service fund recorded a restricted fund balance of \$37,742 to indicate that a portion of the fund equity is legally segregated for specific future use.

**St. Helena Fire Protection District No. 4**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 2017**

**11. Risk Management**

The District is exposed to various risks of loss related to theft, damage, or destruction of assets, torts, injuries, natural disasters, and many other unforeseeable events. The District purchases commercial insurance policies and bonds for any and all claims related to the aforementioned risks. The District's payment of the insurance policy deductible is the only liability associated with these policies and bonds. There has been no significant decrease in insurance coverage from the prior year, and the amount of settlements has not exceeded the insurance coverage for the past three fiscal years.

**12. Contingent Liabilities**

At December 31, 2017, the District was not involved in any outstanding litigation or claims.

**13. Cooperative Endeavor Agreements**

The St. Helena Fire Protection District No. 4 has a cooperative agreement with the St. Helena Parish Police Jury to provide first responder medical emergency services throughout the parish from January 1, 2017 to December 31, 2017. The St. Helena Fire Protection District No. 4 received \$30,000 from the St. Helena Parish Police Jury in return for the services.

**14. Subsequent Events**

Subsequent events have been evaluated by management through June 9, 2018, the date the financial statements were available for issuance. No events were noted that require recording or disclosure in the financial statements for the year ending December 31, 2017.

## Required Supplemental Information (Part II)

**St. Helena Fire Protection District No. 4**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget (GAAP Basis) to Actual**  
**General Fund**  
**For the year ended December 31, 2017**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u> GAAP Basis	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Ad Valorem Taxes	\$ 243,351	\$ 268,406	\$ 268,707	\$ 301
Service Fees	30,000	30,000	30,000	-
Intergovernmental				
Federal Grants	-	-	2,180	2,180
Interest	850	833	814	(19)
Miscellaneous	11,600	16,629	16,629	-
<b>Total Revenues</b>	<u>285,801</u>	<u>315,868</u>	<u>318,330</u>	<u>2,462</u>
<b>Expenditures</b>				
Public Safety: Fire				
Salaries	113,256	127,797	126,358	1,439
Benefits	24,428	23,192	23,214	(22)
Payroll Taxes	8,664	9,778	9,667	111
Insurance	33,300	30,931	29,904	1,027
Fuel	20,000	25,451	35,068	(9,617)
Other operating	5,200	2,949	2,946	3
Professional Fees	13,000	14,530	14,049	481
Repairs and Maintenance	4,500	5,374	4,019	1,355
Supplies	33,000	42,629	45,236	(2,607)
Telephone	2,900	3,948	3,836	112
Utilities	8,500	7,937	7,145	792
Capital Outlays	-	14,163	13,713	450
Debt Service				
Principal	6,751	6,751	6,751	-
Interest	1,235	1,235	1,235	-
<b>Total Expenditures</b>	<u>274,734</u>	<u>316,665</u>	<u>323,141</u>	<u>(6,476)</u>
<b>Excess Revenues (Expenditures)</b>	<u>11,067</u>	<u>(797)</u>	<u>(4,811)</u>	<u>(4,014)</u>
<b>Other Financing Sources (Uses)</b>				
Proceeds from Insurance	-	6,500	15,750	9,250
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>6,500</u>	<u>15,750</u>	<u>9,250</u>
<b>Net Change in Fund Balances</b>	<u>11,067</u>	<u>5,703</u>	<u>10,939</u>	<u>5,236</u>
<b>Fund Balances, Beginning</b>	<u>289,759</u>	<u>295,496</u>	<u>295,496</u>	<u>-</u>
<b>Fund Balances, Ending</b>	<u>\$ 300,826</u>	<u>\$ 301,199</u>	<u>\$ 306,435</u>	<u>\$ 5,236</u>

See independent accountant's review report.

## Other Supplemental Information

**Schedule 2**

**St. Helena Fire Protection District No. 4  
Schedule of Compensation Paid to Board Members  
For the year ended December 31, 2017**

<u>Name and Title / Contact Number</u>	<u>Address</u>	<u>Compensation Received</u>
Wayne Jones, President (225) 222-4723	1403 Highway 37 Greensburg, LA 70441	\$ -
Quanika Muse (225) 222-7431	P.O. Box 13 Greensburg, LA 70441	-
Phyllis Walker (225) 222-0023	11555 Highway 43 Amite, LA 70422	-
Leslie Reeves (985) 222-6367	10360 Highway 449 Greensburg, LA 70441	-
Rochelle Williams Pattie (985) 514-8226	81 Cudas Lane Greensburg, LA 70441	-
		<u>\$ -</u>

See independent accountant's review report.

**Schedule 3**

**St. Helena Fire Protection District No. 4  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the year ended December 31, 2017**

Agency Head Name: Wayne Jones, President

<u>Purpose</u>	<u>Amount</u>
Board Member Per Diem	\$ -
	<u>\$ -</u>

See independent accountant's review report.

Bruce C. Harrell, CPA

Kristi U. Bergeron, CPA  
Jessica H. Jones, CPA  
Brandy Westcott Garcia, CPA  
Elizabeth Lafargue, CPA

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BRUCE HARRELL  
and COMPANY

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P.O. Box 45 - 909 Avenue G  
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## Independent Accountant's Report On Applying Agreed-Upon Procedures

Board of Commissioners  
St. Helena Fire Protection District No. 4  
8352 Highway 37  
Greensburg, Louisiana 70441

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the St. Helena Fire Protection District No. 4 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating managements assertions about the District's compliance with certain laws and regulations during the fiscal year ended December 31, 2017, included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### *Public Bid Law*

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$152,550, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

*Results:* There were no expenditures exceeding thresholds necessitating bid law compliance in 2017.

### *Code of Ethics for Public Officials and Public Employees*

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their families.

*Results:* Management provided us with the required list.

## **BRUCE HARRELL & COMPANY**

CERTIFIED PUBLIC ACCOUNTANTS

A Professional Accounting Corporation

### **St. Helena Fire Protection District No. 4 Independent Accountant's Report on Applying Agreed-Upon Procedures**

3. Obtain from management a listing of all employees paid during the period under examination.

*Results:* Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

*Results:* None of the employees included in the listing obtained from management in agreed-upon procedures (3) were also included on the listing obtained from management in agreed-upon procedures (2) as immediate family members.

#### *Budgeting*

5. Obtain a copy of the legally adopted budget and all amendments.

*Results:* Management provided us with a copy of the original budget and amendments.

6. Trace the budget adoption and amendments to the minute book.

*Results:* We traced the budget and amendments to the minutes.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by five percent or more or if actual expenditures exceed budgeted amounts by five percent or more.

*Results:* We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues were not below budgeted amounts and actual expenditures were not above budgeted amounts by more than five percent.

#### *Accounting and Reporting*

8. Randomly select six disbursements made during the period under examination and:
  - a. Trace payments to supporting documentation as to proper amount and payee;
  - b. Determine if payments were properly coded to the correct fund and general ledger account;
  - c. Determine whether payments received approval from proper authorities.

*Results:* We examined supporting documentation for the six disbursements and noted that inspection of the documentation indicated approvals by the Board of Commissioners.

#### *Meetings*

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS42:1 through 42:12 (the open meetings law).

**BRUCE HARRELL & COMPANY**

CERTIFIED PUBLIC ACCOUNTANTS

A Professional Accounting Corporation

**St. Helena Fire Protection District No. 4  
Independent Accountant’s Report on Applying Agreed-Upon Procedures**

*Results:* The District properly complied with the requirements of the open meetings law.

*Debt*

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

*Results:* The District did not enter into any new debt during the fiscal year ending December 31, 2017.

*Advance*

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees, which may constitute bonuses, advances, or gifts.

*Results:* A reading of the minutes of the District and transactions reviewed did not reveal evidence of bonuses, advances, or gifts.

The prior year report did not include any comments or unresolved matters.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management’s assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of St. Helena Fire Protection District No. 4 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Bruce Harrell & Company, CPAs  
A Professional Accounting Corporation

Kentwood, Louisiana  
June 9, 2018

**LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)**

For: St. Helena Fire Protection District No. 4

January 26, 2018

Bruce Harrell & Company, CPAs  
P.O. Box 45  
909 Avenue G  
Kentwood, LA 70444

In connection with your review of our financial statements as of December 31, 2017 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of January 26, 2018.

**Public Bid Law**

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

Yes  No

**Code of Ethics for Public Officials and Public Employees**

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

Yes  No

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

Yes  No

**Budgeting**

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

Yes  No

**Accounting and Reporting**

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes  No

**General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes  No

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes  No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes  No

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes  No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes  No

Warren Jones President 1-29-18 Date