

ANNUAL FINANCIAL REPORT
WASHINGTON PARISH
FIRE PROTECTION DISTRICT NO. 7
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2025



ERICKSEN KRENTEL LLP
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

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INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
Washington Parish Fire Protection District No. 7
Bogalusa, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of Washington Parish Fire Protection District No. 7, as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Washington Parish Fire Protection District No. 7, as of December 31, 2025, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the *Louisiana Governmental Audit Guide*, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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



Washington Parish Fire Protection District No. 7
June 24, 2026
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In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.



Washington Parish Fire Protection District No. 7

June 24, 2026

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- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

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

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

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedules of compensation paid to board members and compensation, benefits and other payments to agency head are presented to comply with the requirements issued by the State of Louisiana, and are not a required part of the basic financial statements. Such information is the responsibility of



Washington Parish Fire Protection District No. 7
June 24, 2026
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management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules of compensation paid to board members and compensation, benefits and other payments to agency head are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2026 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance *Government Auditing Standards* in considering the Washington Parish Fire Protection District No. 7's internal control over financial reporting and compliance.

June 24, 2026

Mandeville, Louisiana

Certified Public Accountants

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEMENT OF NET POSITION
DECEMBER 31, 2025

ASSETS:

Cash and cash equivalents	\$ 457,665
Investments	175,000
Receivables:	
Ad valorem taxes, net of allowance for uncollectible taxes of \$29,385	678,560
State revenue sharing	41,049
Nondepreciable capital assets	23,000
Depreciable capital assets, net of accumulated depreciation	<u>535,126</u>
 Total assets	 <u>1,910,400</u>

DEFERRED OUTFLOWS OF RESOURCES:

Pensions	<u>98,937</u>
 Total deferred outflows of resources	 <u>98,937</u>

LIABILITIES:

Accounts payable	-
Accrued expenses	2,033
Compensated absences	5,878
Pension deduction payable	16,911
Net pension liability	<u>295,090</u>
 Total liabilities	 <u>319,912</u>

DEFERRED INFLOWS OF RESOURCES:

Pensions	<u>303,480</u>
 Total deferred inflows of resources	 <u>303,480</u>

NET POSITION:

Net investment in capital assets	558,126
Unrestricted	<u>827,819</u>
 Total net position	 <u><u>\$ 1,385,945</u></u>

The accompanying notes are an integral part of this statement

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2025

<u>Function/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
<u>Governmental activities:</u>				
Public safety - fire protection	\$ 694,777	\$ -	\$ -	\$ (694,777)
Total governmental activities	<u>\$ 694,777</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (694,777)</u>
	Ad valorem taxes			703,521
	2% fire tax			41,345
	State revenue sharing			41,048
	Investment earnings			7,503
	State supplemental pay			21,600
	Other income			<u>60,584</u>
	Total general revenues			<u>875,601</u>
	Change in net position			180,824
	Net position - beginning			<u>1,205,121</u>
	Net position - ending			<u>\$ 1,385,945</u>

The accompanying notes are an integral part of this statement

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
BALANCE SHEET - GOVERNMENTAL FUND
DECEMBER 31, 2025

ASSETS:

Cash and cash equivalents	\$ 457,665
Investments	175,000
Receivables:	
Ad valorem taxes, net of allowance for uncollectible taxes of \$29,385	678,560
State revenue sharing	<u>41,049</u>
 Total assets	 <u><u>\$ 1,352,274</u></u>

LIABILITIES:

Accrued expenses	\$ 2,033
Pension deduction payable	<u>16,911</u>
 Total liabilities	 <u>18,944</u>

DEFERRED INFLOWS OF RESOURCES:

Unavailable revenue - property taxes	<u>55,139</u>
 Total deferred inflows of resources	 <u>55,139</u>

FUND BALANCE:

Unassigned	<u>1,278,191</u>
 Total fund balance	 <u>1,278,191</u>
 Total liabilities, deferred inflows of resources and fund balance	 <u><u>\$ 1,352,274</u></u>

The accompanying notes are an integral part of this statement

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2025

Fund balance - total governmental funds	\$ 1,278,191
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	558,126
Deferred outflows of resources related to pensions are not reported in governmental funds	98,937
Deferred inflows of resources related to pensions are not reported in governmental funds	(303,480)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds. All liabilities (both current and long-term) are reported in the Statement of Net Position:	
Compensated absences	(5,878)
Pension liability	(295,090)
Certain property tax collections are not available to pay for current-period expenditures and therefore are reported as deferred inflows of resources in the governmental funds.	<u>55,139</u>
Net position of governmental activities	<u><u>\$ 1,385,945</u></u>

The accompanying notes are an integral part of this statement

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2025

	General Fund
<u>GENERAL REVENUES:</u>	
Ad valorem taxes	\$ 648,382
Intergovernmental revenues:	
State revenue sharing	41,048
2% Fire tax	41,345
State supplemental pay	21,600
Investment earnings	7,503
Other Income	<u>36,184</u>
 Total general revenues	 <u>796,062</u>
<u>EXPENDITURES:</u>	
Public safety - fire protection:	
Salaries & related benefits	409,777
State supplemental pay	21,600
Insurance	31,259
Professional fees	44,952
Communication	10,644
Utilities	25,543
Repairs and maintenance	83,688
Office supplies	5,608
Turn out gear	4,825
Supplies	612
Vehicles - fuel	12,964
Training	1,443
Miscellaneous	5,585
Advertisement	953
Uniforms	669
Deduction from ad valorem taxes for pension	<u>16,911</u>
 Total public safety - fire protection expenditures	 <u>677,033</u>
 Capital outlay	 <u>-</u>
 Total expenditures	 <u>677,033</u>
 Excess of revenues over expenditures	 119,029
<u>FUND BALANCE:</u>	
Beginning of year	<u>1,159,162</u>
 End of year	 <u><u>\$ 1,278,191</u></u>

The accompanying notes are an integral part of this statement

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2025

Net change in fund balance - governmental fund	\$	119,029
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated lives and reported as depreciation expense. This is the amount by which depreciation expense of \$91,414 exceeded capital asset additions of \$-0- in the current period		(91,414)
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Under the modified accrual basis of accounting used in the governmental funds, advances of derived tax revenues is not recognized until received, rather than as it is earned. This is the amount by which prior year advances of derived tax revenues recognized of \$-0- were exceeded by current advances of derived tax revenues recognized of \$55,139.		55,139
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and are not reported as expenditures in governmental funds:

Compensated absences - The liability decreased from \$6,847 to \$5,878 during the year. The \$969 decrease is added to the net change in fund balance because the liability is not due and payable with current financial resources		969
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Pensions - The net effect of pension-related items (change in net pension liability, deferred outflows and inflows of resources, and non-employer contributions) increased the change in net position by \$97,101.		97,101
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Change in net position	\$	<u>180,824</u>
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The accompanying notes are an integral part of this statement

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

(1) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Washington Parish Fire Protection District No. 7 (the District) provides fire protection services in the portion of Washington Parish (the Parish) that includes Bogalusa, Louisiana. The District's accounting and reporting policies conform to accounting principles generally accepted in the United States of America for governmental entities. The following summarizes the District's significant accounting policies.

Reporting Entity

The 1991 Louisiana Legislature created Washington Parish Fire Protection District No. 7 pursuant to Louisiana Revised Statute 40.1496.12(F). The District is governed by an eight-member Board of Commissioners appointed by Washington Parish.

The financial reporting entity includes (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations whose relationship with the primary government is significant enough that excluding them would make the financial statements misleading or incomplete.

GASB Statement No. 14, *The Financial Reporting Entity*, established criteria for determining the governmental reporting entity and the component units to include. Under this statement, the District is considered a component unit of the Washington Parish Council. Accordingly, the accompanying financial statements are included in the primary government's reporting, either blended with those financial statements or reported separately as discrete component units.

Basis of Presentation

The District's financial statements are prepared in accordance with U.S. generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) establishes GAAP for state and local governments through its pronouncements. Governments also follow applicable Financial Accounting Standards Board (FASB) pronouncements issued through November 30, 1989, provided they do not conflict with or contradict GASB pronouncements. The significant GAAP-based accounting policies used by the District are discussed below.

The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999, as amended by GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

The District's basic financial statements include government-wide financial statements, which report the District as a whole, and fund financial statements, which report the District's major funds. Both statements classify primary activities as governmental or business-type. The District's fire protection activities and related general administrative services are classified as governmental activities; the District has no business-type activities.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basic Financial Statements - Government-Wide Financial Statements (GWFS)

In the government-wide Statement of Net Position (Exhibit A), governmental activities are presented on a consolidated, full-accrual economic resources basis. This basis recognizes all long-term assets, receivables, debt, and obligations. The District's net position is reported in two categories: net investment in capital assets and restricted for fire protection, debt service, and capital outlay.

The government-wide Statement of Activities (Exhibit B) reports the gross and net cost of the District's function. This function is supported by general government revenues, including ad valorem taxes. Any program revenues and operating grants received reduce gross expenses in the Statement of Activities.

The government-wide statements focus on the District's overall sustainability and changes in net position resulting from current-year activities.

Basic Financial Statements – Fund Financial Statements (FFS)

The District's financial transactions are reported in individual funds in the fund financial statements. Each fund is accounted for through a separate set of self-balancing accounts for assets, deferred outflows of resources, liabilities, deferred inflows of resources, reserves, fund equity, revenues, and expenditures. The District's current operations require only the following fund type:

Governmental Fund:

The focus of the governmental fund's measurement (in the fund statement) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. In general, fund balance represents the accumulated expendable resources, which may be used to finance future operations of the District.

General Fund

The General Fund is the principal fund of the District and is used to account for the operations of the District. General revenues are accounted for in this fund. General operating expenditures are paid from this fund.

Basis of Accounting

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

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Accrual

The governmental activities in the government-wide financial are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual

The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

The District records are maintained on the cash basis of accounting. However, the General Fund reported in the accompanying financial statements has been converted to a modified accrual basis of accounting utilizing the following practices in recording revenues and expenditures:

Revenues

Property taxes, state revenue sharing, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual, subject to availability, and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

Interest income on investments is recorded when the investments have matured and income is available.

All other revenues are recorded when received.

Expenditures

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

Cash and Cash Equivalents, and Investments

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Investments

Investments are stated at cost, which approximates fair value. The District's investments consist of certificates of deposit with original maturities greater than three months. These investments are classified as investments on the Statement of Net Position in accordance with GASB standards.

Receivables and Payables

All property tax receivables are shown net of a 5% allowance for uncollectibles. The allowance is based on prior years' experience.

Property taxes are levied on a calendar year basis, become due on December 31 and are considered delinquent on January 1. The taxes are generally collected in December of the current year, and January and February of the ensuing year. The District authorized and levied a 22.99 mill ad valorem tax for operations and maintenance for the year ended December 31, 2025.

Tax Abatements

The Washington Parish Assessor's office has notified the District that for the year ended December 31, 2025, there were no tax abatements for any taxpayers located within the boundaries of the District.

Capital Assets and Depreciation

Capital assets, which include property and equipment, are reported in the government-wide statements. Capital assets are recorded 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 of \$500 or more for capitalizing capital assets.

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

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

Buildings and improvements	10 - 40 Years
Vehicles	5 - 15 Years
Equipment	5 - 10 Years
Furniture & fixtures	5 - 10 Years

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Outflows and Inflows of Resources

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the District has one item that qualifies for reporting in this category, deferred amounts related to pensions.

In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position or fund balance that applies to future periods and so will not be recognized as an inflow of resources (revenue) until then. Currently, the District has one item that qualifies for reporting in this category, deferred amounts related to pensions.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Firefighters' Retirement System of Louisiana (the Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Equity Classifications

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

- a. Net investment in capital assets - consists 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 and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Equity Classifications

Governmental fund equity is classified as fund balance. In the governmental fund financial statements, fund balances are classified as follows:

- a. Nonspendable – amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted – amounts that can be spent only for specific purposes because of state, local or federal awards or externally imposed conditions by grantors or creditors.
- c. Committed – amounts that can be used for specific purposes determined by formal action by an ordinance or resolution.
- d. Assigned – amounts that are designated by the formal action of the government's highest level of decision making authority.
- e. Unassigned – amounts not included in other classifications.

The Board of Commissioners, as the highest level of decision-making authority, can establish, modify or rescind a fund balance commitment by formal vote at a public board meeting. For assigned fund balance the Board of Commissioners authorizes management to assign amounts for a specific purpose.

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

Use of Estimates

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

Compensated Absences

Paid firefighters accrue 216 hours of paid vacation leave per year after completing one full year of service. Beginning in year eleven, they accrue an additional 12 hours per year of service, up to a maximum of 360 hours annually. The District pays employees for all earned but unused vacation leave at the time of termination. Permanent paid firefighters are entitled to fifty-two weeks of paid sick leave; however, all accumulated sick leave lapses upon termination.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Compensated Absences (continued)

The entire compensated absence liability is reported on the government-wide financial statements. For governmental fund financial statements, only the current portion expected to be paid with expendable available financial resources is recorded as compensated absences payable in the fund from which the employees are paid. As of December 31, 2025, compensated absences payable of \$5,878 was reported in the fund financial statements.

Subsequent Events

Subsequent events have been evaluated through June 24, 2026, which is the date the financial statements were available to be issued.

(2) STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A public hearing was held on January 9, 2025 and the board adopted the budget. The budget is prepared using GAAP basis of accounting. All appropriations lapse at year end. Formal budget integration within the accounting records is employed as a management control device during the year. The board also reviews budget versus actual reports on a monthly basis. Changes or amendments are made upon approval of the board.

In accordance with state law, all uninsured deposits of funds in financial institutions must be secured with acceptable collateral valued at the lower of market or par. As reflected in Note 4 regarding cash and cash equivalents, the District complied with the deposits and investments laws and regulations.

As of December 31, 2025, the District's general fund did not have a deficit fund equity.

(3) AD VALOREM TAXES

For the year ended December 31, 2025, the District levied 22.99 mills in ad valorem taxes on property within its boundaries. The total taxes assessed were approximately \$745,204 for the purpose of maintaining, acquiring, constructing, improving, and operating fire protection and rescue services.

(4) CASH, CASH EQUIVALENTS, AND INVESTMENTS

As reflected on Exhibit A, the District has cash and cash equivalents totaling \$457,665 and investments totaling \$175,000 at December 31, 2025. These deposits and investments are stated at cost, which approximates market. Under state law, these deposits and investments (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank (or an irrevocable letter of credit). The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the 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.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(4) CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)

The following is a summary of cash and investments at December 31, 2025, with the related federal deposit insurance and pledged securities.

Insured (FDIC Insurance)	\$ 250,000
Uninsured and Collateralized:	
Irrevocable letters of credit issued by Federal Home Loan Bank of Dallas pledged	382,665
Uninsured and Uncollateralized	-
Total Deposits	<u>\$ 632,665</u>

(5) CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2025 is as follows:

	<u>1/1/2025</u>	<u>Additions</u>	<u>Reductions</u>	<u>12/31/2025</u>
<u>Governmental Activities:</u>				
Capital assets not being depreciated:				
Land	\$ 23,000	\$ -	\$ -	\$ 23,000
Total capital assets not being depreciated	<u>23,000</u>	<u>-</u>	<u>-</u>	<u>23,000</u>
Capital assets being depreciated:				
Buildings and improvements	636,871	-	-	636,871
Firefighting and rescue equipment	387,911	-	-	387,911
Communication equipment	-	-	-	-
Office equipment	58,782	-	-	58,782
Vehicles	1,967,542	-	-	1,967,542
Total capital assets being depreciated	<u>3,051,106</u>	<u>-</u>	<u>-</u>	<u>3,051,106</u>
Less accumulated depreciation	<u>2,424,566</u>	<u>91,414</u>	<u>-</u>	<u>2,515,980</u>
Total capital assets being depreciated, net	<u>626,540</u>	<u>(91,414)</u>	<u>-</u>	<u>535,126</u>
Governmental activities capital assets, net	<u>\$ 649,540</u>	<u>\$ (91,414)</u>	<u>\$ -</u>	<u>\$ 558,126</u>

The District had depreciation expense of \$91,414 for the year ended December 31, 2025.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2025

(6) 2% FIRE INSURANCE TAX REVENUE

The District is eligible and receives a pro-rata share of the fire insurance tax collected by the State of Louisiana. The amounts received by the District are based on the population of the areas that it serves. In accordance with Louisiana Revised Statutes (LRS), such money shall be used only for the purpose of "rendering more efficient and efficacious" fire protection, as the District shall direct.

(7) PENSION PLAN

All full-time employees of the District are members of the Louisiana Firefighters' Retirement System (the System), a cost-sharing, multiple-employer defined benefit plan administered by a separate board of trustees.

Membership in the System is mandatory for all full-time firefighters employed by a municipality, parish or fire district that did not enact an ordinance before January 1, 1980, exempting itself from participation in the System. Employees are eligible to retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 20 years of creditable service. Upon retirement, members are entitled to a retirement benefit payable monthly for life, equal to three and one-third percent of their final average salary for each year of creditable service, not to exceed 100 percent of their final average salary. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service stated above and do not withdraw their employee contributions may retire at or after age 55 (or at or after 50 with at least 20 years of creditable service at termination) and receive the benefit accrued to their date of termination.

The system also provides death and disability benefits. Benefits are established by state statute. The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Louisiana Firefighters' Retirement System, Post Office Box 94095, Baton Rouge, Louisiana 70804, or by calling, (225) 925-4060.

Funding Policy

For the twelve months ended December 31, 2025, members of the System are required to contribute 10% of their annual covered salary and the District is required to contribute at an actuarially determined rate. At December 31, 2025, the employer contribution rate was 33.25% above poverty and 35.25% below poverty.

The contribution requirements of plan members and the District are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(7) PENSION PLAN (CONTINUED)

Contributions

According to state statute, for the System, contribution requirements for all employees are actuarially determined each year. State statute requires covered employees to contribute a percentage of their salaries to the System. The actual employer contribution rate and the actuarially determined employer contribution differ due to state statutes that require the contribution rate be calculated and set two years prior to the year effective.

The amount of the District's employer contributions to the System for the year ended December 31, 2025 was \$95,721. The District's covered payroll for the System for the year ended December 31, 2025 was \$287,884.

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

At December 31, 2025, the District reported a liability totaling \$295,090 for its proportionate share of the net pension liability for the System. The net pension liability was measured as of June 30, 2025 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The District's proportion of the Net Pension Liability was based on the District's historical contributions to the Plan relative to the historical contributions of all participating employers. At June 30, 2025, the District's proportion was 0.070058% for the System, which was a decrease of 0.030944% from its proportion measured as of June 30, 2024.

For the year ended December 31, 2025, the District recognized a net pension benefit of approximately \$10,831 for the System. This amount reflects the net effect after amortization of changes in proportionate share and differences between employer contributions and proportionate share of contributions (totaling \$58,243), plus recognition of non-employer contributing entity revenue of \$24,400. The net pension-related items increased the change in net position by \$97,101 as shown in Exhibit F

For the year ended December 31, 2025, the District recognized revenue from ad valorem taxes and revenue sharing funds received by the System. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities totaling \$24,400.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(7) PENSION PLAN (CONTINUED)

Contributions (continued)

At December 31, 2025, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the System:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 37,789	\$ 5,324
Change in assumptions	13,454	-
Net difference between projected and actual earnings on pension plan investments	-	55,144
Changes in proportion and differences between employer contributions and proportionate share of contributions	14,413	243,012
Employer contributions subsequent to the measurement date	33,281	-
Total	<u>\$ 98,937</u>	<u>\$ 303,480</u>

Pension Liabilities, Pension Expense, Deferred Outflows of Resources and Deferred
Inflows of Resources Related to Pensions (Continued)

Employer contributions subsequent to the measurement date totaling \$33,281 and reported as deferred outflows of resources will be recognized as a reduction of the Net Pension Liability in the year ended December 31, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Years Ended December 31:

2026	\$ (28,972)
2027	(94,057)
2028	(46,480)
2029	(34,384)
2030	(14,753)
2031	<u>(19,178)</u>
Total	<u>\$ (237,824)</u>

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(7) PENSION PLAN (CONTINUED)

Actuarial Assumptions

The total pension liability in the June 30, 2025 actuarial valuation for the System was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	June 30, 2025
Actuarial Cost Method	Entry Age Normal Cost
Estimated Remaining Service Life	7 years, closed period
Investment Rate of Return	6.90% per annum (net of fees, including inflation)
Inflation Rate	2.50% per annum
Salary increases	Vary from 14.10% in the first years of service to 5.20% after 3 or more years of service
Cost of Living Adjustments	Only those previously granted included

Mortality Rate

The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2009, through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. The RP-2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Tables, projected to 2031 using Scale AA, were selected for employee, annuitant, and beneficiary mortality. The RP-2000 Disabled Lives Mortality Table set back five years for males and set back three years for females was selected for disabled annuitants. Setbacks in these tables were used to approximate mortality improvement.

Long-term Expected Real Rate of Return

The estimated long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. 2.50%. The long term expected nominal rate of return was 6.90% as of June 30, 2025.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(7) PENSION PLAN (CONTINUED)

Best estimates of real rates of return for each major asset class included in FRS' target asset allocation as of June 30, 2025 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
U.S. core fixed income	23%	2.09%
U.S. tips	2%	2.00%
Emerging market debt	2%	4.05%
Global multisector fixed income	5%	2.34%
U.S. equity	27%	6.23%
Non-U.S. equity	11%	6.36%
Global equity	10%	6.50%
Emerging market equity	4%	8.26%
Real estate	4%	4.85%
Real assets	3%	5.93%
Private equity	9%	9.77%
Totals	<u>100%</u>	
Inflation		2.50%
Expected arithmetic nominal return		6.90%

Discount Rate

The discount rate used to measure the total pension liability was 6.90%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

The following presents the District's proportionate share of the Net Pension Liability using the discount rate of 6.90%, as well as what the District's proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
District's proportionate share of the Net Pension Liability	\$ 569,382	\$ 295,090	\$ 66,442

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(7) PENSION PLAN (CONTINUED)

Retirement System Audit Report

Firefighters' Retirement System issued a stand-alone audit report on its financial statements for the year ended June 30, 2025. Access to the audit report can be found on the System's website: www.lafirefightersret.com or on the Office of Louisiana Legislative Auditor's official website: www.la.state.la.us.

(8) CHANGES IN LONG-TERM LIABILITIES

Changes in long-term liabilities for the year ended December 31, 2025 are as follows:

	Balance at January 1, 2025	Net Increase (Decrease)	Balance at December 31, 2025
Compensated absences	\$ 6,847	\$ (969)	\$ 5,878
Net pension liability	568,697	(273,607)	295,090
	<u>\$ 575,544</u>	<u>\$ (274,576)</u>	<u>\$ 300,968</u>

(9) RISKS AND UNCERTAINTIES

The District is exposed to all common perils associated with fire protection services. To minimize loss occurrence and transfer risk, the District carries various commercial insurance policies including property, casualty, employee dishonesty, public official's liability, business auto and other miscellaneous policies. These policies are reviewed for adequacy by management annually.

The District is involved in two ongoing litigation matters arising from events in 2024 and 2025 that involve current and former employees. These matters relate to the potential for payroll fraud and are currently in the discovery phase. The District has reported these cases to the Louisiana Legislative Auditor's office and the local District Attorney's office. Although the potential financial impact continues to be evaluated, management believes any resulting loss would likely be immaterial to the financial statements. No accrual for these contingencies has been recorded as of the date of the financial statements. The ultimate outcome of these matters cannot be determined at the present time.

(10) NEW ACCOUNTING PRONOUNCEMENTS

The GASB has released Statement No. 102, *Certain Risk Disclosures*. This Statement establishes financial reporting requirements for risks related to vulnerabilities due to certain concentrations or constraints. The requirements of this Statement are effective for periods beginning after June 15, 2024. The District plans to adopt this Statement as applicable by the effective date.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2025

(10) NEW ACCOUNTING PRONOUNCEMENTS (CONTINUED)

The GASB has released Statement No. 103, *Financial Reporting Model Improvements* (Statement 103). This Statement improves key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues. The requirements of this statement are effective for periods beginning after June 15, 2025. The District plans to adopt this Statement as applicable by the effective date.

The GASB has released Statement No. 104, *Disclosure of Certain Capital Assets* (Statement 104). The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information about certain types of capital assets in order to make informed decisions and assess accountability. Additionally, the disclosure requirements will improve consistency and comparability between governments. This Statement is effective for periods beginning after June 15, 2025. The District plans to adopt this Statement as applicable by the effective date.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL ON BUDGETARY BASIS - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2025

	Original Budget	Final Budget	Actual	Variance- Favorable (Unfavorable)
<u>GENERAL REVENUES:</u>				
Ad valorem taxes	\$ 678,641	\$ 678,641	\$ 648,382	\$ (30,259)
Intergovernmental revenues:				
State revenue sharing	41,000	41,000	41,048	48
2% fire tax	40,000	40,000	41,345	1,345
Investment earnings	8,000	8,000	7,503	(497)
Miscellaneous	<u>12,500</u>	<u>12,500</u>	<u>36,184</u>	<u>23,684</u>
Total general revenues	<u>780,141</u>	<u>780,141</u>	<u>774,462</u>	<u>(5,679)</u>
<u>EXPENDITURES:</u>				
Public safety - fire protection:				
Salaries & related benefits	475,687	475,687	409,777	65,910
Insurance	31,000	31,000	31,259	(259)
Professional fees	50,000	50,000	44,952	5,048
Communication	9,500	9,500	10,644	(1,144)
Utilities	25,000	25,000	25,543	(543)
Repairs and maintenance	20,000	20,000	83,688	(63,688)
Office supplies	5,500	5,500	5,608	(108)
Turn out gear	450	450	4,825	(4,375)
Supplies	3,300	3,300	612	2,688
Vehicles - fuel	13,500	13,500	12,964	536
Training	-	-	1,443	(1,443)
Miscellaneous	3,650	3,650	5,585	(1,935)
Advertisement	200	200	953	(753)
Uniforms	2,000	2,000	669	1,331
Deduction from ad valorem taxes for pension	<u>-</u>	<u>-</u>	<u>16,911</u>	<u>(16,911)</u>
Total public safety - fire protection expenditures	<u>639,787</u>	<u>639,787</u>	<u>655,433</u>	<u>(15,646)</u>
Capital outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>639,787</u>	<u>639,787</u>	<u>655,433</u>	<u>(15,646)</u>
Excess of revenues over expenditures	<u>140,354</u>	<u>140,354</u>	<u>119,029</u>	<u>(21,325)</u>
<u>FUND BALANCE:</u>				
Beginning of year	<u>1,159,162</u>	<u>1,159,162</u>	<u>1,159,162</u>	
End of year	<u>\$ 1,299,516</u>	<u>\$ 1,299,516</u>	<u>\$ 1,278,191</u>	

*Note: The Actual on Budgetary Basis amounts above reflect the modified accrual basis of accounting, except that state supplemental pay for firefighters (\$21,600) is not reflected above in revenues and expenditures.

(See Independent Auditors' Report)

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2025

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>12/31/2023</u>	<u>12/31/2022</u>	<u>12/31/2021</u>	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>
District's Proportion of the Net Pension Liability	0.070058%	0.101002%	0.099009%	0.105510%	0.104867%	0.158052%	0.150981%	0.142923%	0.126220%	0.136740%
District's Proportionate Share of the Net Pension Liability \$	295,090	\$ 568,697	\$ 646,728	\$ 743,982	\$ 371,633	\$ 1,095,545	\$ 945,429	\$ 822,104	\$ 723,474	\$ 894,403
District's Covered-Employee Payroll \$	287,884	\$ 255,926	\$ 275,498	\$ 262,328	\$ 252,393	\$ 347,809	\$ 575,597	\$ 362,095	\$ 344,322	\$ 308,079
District's Proportionate Share of the Net Pension Liability as a Percentage of its Covered-Employee Payroll	102.50%	222.21%	234.75%	283.61%	147.24%	314.98%	164.25%	227.04%	210.12%	290.32%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	81.68%	81.68%	77.69%	74.68%	86.78%	72.61%	73.96%	74.76%	73.55%	68.16%

**The amounts presented for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.*

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF CONTRIBUTIONS - RETIREMENT PLAN
FOR THE YEAR ENDED DECEMBER 31, 2025

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>12/31/2023</u>	<u>12/31/2022</u>	<u>12/31/2021</u>	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>
Contractually Required Contribution	\$ 95,721	\$ 86,950	\$ 90,628	\$ 88,667	\$ 83,423	\$ 103,908	\$ 106,674	\$ 95,995	\$ 78,487	\$ 83,952
Contributions in Relation to the Contractually Required Contribution	<u>(95,721)</u>	<u>(86,950)</u>	<u>(90,628)</u>	<u>(88,667)</u>	<u>(83,423)</u>	<u>(103,908)</u>	<u>(106,674)</u>	<u>(95,995)</u>	<u>(78,487)</u>	<u>(83,952)</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Authority's covered-employee payroll	\$ 287,884	\$ 255,926	\$ 275,498	\$ 262,328	\$ 252,393	\$ 347,809	\$ 575,597	\$ 362,095	\$ 344,322	\$ 308,079
Contributions as a Percentage of Covered-Employee Payroll	33.25%	33.97%	32.90%	33.80%	33.05%	29.88%	18.53%	26.51%	22.79%	27.25%

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2025

(1) PENSION PLAN SCHEDULES

Changes of Benefit Terms

There were no changes of benefit terms during any of the years presented.

Changes of Assumptions

For the year ended December 31, 2025, 2024, 2023, and 2022 (measurement date of June 30, 2024), the Firefighter's Retirement System inflation rate assumption stayed at 2.50% annually, and the real investment rate of return stayed at 6.90%. The salary increase assumptions range stayed at (14.10%-5.2%) annually.

For the year ended December 31, 2021 (measurement date of June 30, 2021), the Firefighter's Retirement System inflation rate assumption stayed at 2.50% annually, and the real investment rate of return was lowered from 7.00% to 6.90%. The salary increase assumptions range stayed at (14.10%-5.2%) annually.

For the year ended December 31, 2020 (measurement date of June 30, 2020), the Firefighter's Retirement System inflation rate assumption stayed at 2.50% annually, and the real investment rate of return was lowered from 7.15% to 7.00%. The salary increase assumptions range went from (14.75%-4.5%) to (14.10%-5.20%).

For the year ended December 31, 2019 (measurement date of June 30, 2019), the Firefighter's Retirement System inflation rate assumption was lowered from 2.70% to 2.50% annually, and the real investment rate of return was lowered from 7.30% to 7.15%.

For the year ended December 31, 2018, the Firefighter's Retirement System inflation rate assumption was lowered from 2.775% to 2.70% annually, and the real investment rate of return was lowered from 7.40% to 7.30%.

For the year ended December 31, 2017, the Firefighter's Retirement System's inflation rate assumption was lowered to 2.775%, and the discount rate, or investment rate of return, assumption was lowered from 7.50% to 7.40%.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF COMPENSATION PAID TO BOARD MEMBERS
FOR THE YEAR ENDED DECEMBER 31, 2025

<u>Board of Commissioners</u>		<u>Term Date</u>	<u>Compensation</u>
Jason Pierce	Chairman	Dec 31, 2025	\$ -
Reginald Bourne	Vice Chair	Dec 31, 2026	-
Joannie Miller	Member	Dec 31, 2025	-
Mac Little	Member	Dec 31, 2025	-
William L. Quave	Member	Dec 31, 2025	-
Devin Castleberry	Member	Dec 31, 2026	-
Matthew Penny	Member	*	-
Tyler Pigott	Member	*	-
Brett Creel	Former Member	**	-
Raymond Myers III	Former Chair	**	-
Bobbie Kimbrell	Former Secretary	**	-
Dana Magee	Former Member	**	-
* appointed to fill vacancy		Total	\$ -
** resigned during 2025			

(See Independent Auditors' Report)

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS
TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2025

	Kevin Adams Aug - Dec 2025	Mickey Turnage Jan-Aug 2025
<u>Purpose</u>	<u>Amount</u>	<u>Amount</u>
Salary*	\$ 22,011	\$ 64,678
Benefits - insurance	-	5,824
Benefits - retirement**	-	14,435
Total compensation, benefits and other payments	<u>\$ 22,011</u>	<u>\$ 84,937</u>

* This amount is gross, including State Supplemental Pay of \$4,800 for M. Turnage. K. Adams was a contractor for this period and did not receive SSP via WP FPD No. 7.

** This is the employer portion of the retirement contribution.



**INDEPENDENT AUDITORS' 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***

To the Board of Commissioners
Washington Parish Fire Protection District No. 7
Bogalusa, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the *Louisiana Governmental Audit Guide*, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Washington Parish Fire Protection District No. 7, as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Washington Parish Fire Protection District No. 7's basic financial statements, and have issued our report thereon dated June 24, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Washington Parish Fire Protection District No. 7'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 Washington Parish Fire Protection District No. 7's internal control. Accordingly, we do not express an opinion on the effectiveness of Washington Parish Fire Protection District No. 7's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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.



To the Board of Commissioners
Washington Parish Fire Protection District No. 7
June 24, 2026

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. We consider the deficiencies described in the accompanying schedule of findings and responses as items 2025-001 and 2025-002 to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Washington Parish Fire Protection District No. 7's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and responses as item 2025-003.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

June 24, 2026
Mandeville, Louisiana

Certified Public Accountants

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2025

SECTION I SUMMARY OF AUDIT RESULTS

1. The independent auditors' report expresses an unmodified opinion on the financial statements of Washington Parish Fire Protection District No. 7.
2. Two significant deficiencies and no material weaknesses were disclosed during the audit of the financial statements is reported in the Independent Auditors' 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*.
3. One instance of noncompliance material to the financial statements of Washington Parish Fire Protection District No. 7, which would be required to be reported in accordance with *Government Auditing Standards*, was disclosed during the audit.
4. A management letter was not issued for the year ended December 31, 2025.

SECTION II FINANCIAL STATEMENT FINDINGS

Significant Deficiencies

Finding 2025-001 – Update of District Written Policies and Procedures for Fiscal Controls

Criteria: Written policies and procedures that require employees to follow specific procedures designed to provide strong effective fiscal controls should be developed in order for management and employees to prevent or detect error or irregularities in a timely manner and to adopt policies recommended by the Louisiana Legislative Auditor's Checklist of Best Practices in Government to be reviewed and tested on an annual basis by the Louisiana Legislative Auditor's State-Wide Agreed Upon Procedures.

Condition: During our audit and review of the District's written policies and procedures for fiscal controls, we noted that the District lacked adequate written policies and procedures over (1) Debt Service, (2) Travel and Expense Reimbursement, (3) Contracting, (4) Receipts and Collections, and (5) Prevention of Sexual Harassment. This condition was also noted in the prior fiscal year.

Cause: The cause of this condition appears to be that some of the written policies and procedures were developed several years ago, and have not been updated since that time.

Effect: The failure to adopt strong, effective written policies and procedures for fiscal controls and require employees to adhere to these written policies and procedures creates an environment in which errors or irregularities could occur and not be detected timely. Additionally, this could result in the District being in noncompliance with laws and regulations.

Recommendation: We recommend the District update its current policies and procedures to incorporate all of the policies and procedures recommended by the Louisiana Legislative Auditor's Checklist of Best Practices in Government.

Status: This finding has partially been resolved as of December 31, 2025 and is a repeat finding.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

Finding 2025-002 – Payroll Processing and Personnel Files

Criteria: Strong internal controls over personnel policies and procedures, time and attendance procedures, and payroll processing procedures are essential to help ensure written policies and procedures are followed, employees are paid the correct amount for actual time worked, and errors or other irregularities are discovered and corrected in a timely manner by employees performing their assigned tasks.

Condition: During the audit and testing of payroll processing and personnel files, it was noted the following weaknesses in internal control procedures that need to be improved:

- Employee personnel files that we reviewed did not contain a copy of the employee's salary changes as approved by the Board of Commissioners.
- Instances where hours from employee timesheets did not agree to the payroll accounting software in the number of hours designated as regular hours, scheduled overtime and unscheduled overtime, though the grand total hours agreed.
- It appears on four timesheets that the number of hours for comp time was miscalculated for an overstated ending balance.
- It appears that the District calculates overtime compensation using employees' base hourly rates only. The calculation does not include additional hourly incentive pay (e.g., specialty pay, certification pay) that employees regularly receive.

Cause: The cause of this condition appears to be (1) improperly designed internal control policies and procedures for time and attendance, (2) adopted procedures not being followed; and (3) lack of oversight by management over the payroll processing functions.

Effect: Failure to institute and adhere to strong internal control over personnel policies and procedures, time and attendance procedures, and payroll processing procedures creates an environment in which employees could be paid the incorrect pay rate, employees could be paid for work not performed, and other errors and irregularities that could occur and not be detected timely by employees performing their assigned tasks.

Recommendation: We recommend the District immediately implement the following internal control procedures over personnel policies and procedures, time and attendance procedures, and payroll processing procedures:

- Each personnel file should include a signed document by the Board Chairman, or their designee, approving the employee's current pay rate and any future pay rate changes.
- Timesheets should be reconciled and agree to summary reports from the payroll accounting software, and any differences should be resolved prior to processing payroll checks.
- The Board of Commissioners and Fire Chief should review Louisiana Legislative Auditor's Checklist of Best Practices in Government for procedures related to time and attendance record keeping and the processing of payroll for employees.

Status: This finding has been partially resolved as of December 31, 2025 and is a repeat finding.

Compliance Finding

Finding 2025-003 – Failure to Comply with the Local Government Budget Act

Criteria: Budget procedures applicable to the District are specified in state law, Louisiana Revised Statute (LRS) 39:1301-1315. The pertinent part of the law and manner in which the District did not comply are as follows:

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

Compliance Finding (continued)

Finding 2025-003 – Failure to Comply with the Local Government Budget Act (continued)

- LRS 39:1309A – Adoption: "All action necessary to adopt and otherwise finalize and implement the budget for a fiscal year, including the adoption of any amendments to the proposed budget, shall be taken in open meeting and completed before the end of the prior fiscal year..."
- LRS 39:1312 – Governing authority's failure to make appropriation: "If, at the end of any fiscal year, the appropriations necessary for the support of the political subdivision for the ensuing fiscal year have not been made, then fifty percent of the amounts appropriated in the appropriation ordinance or resolution for the last completed fiscal year shall be deemed reappropriated for the several objects and purposes specified in such appropriation ordinance or resolution."

Condition: The District did not comply with certain provisions of the Local Government Budget Act in adopting the original budget for the fiscal year ended December 31, 2025. At the December 17, 2024 Public Board Meeting to adopt the amended 2024 budget and the original 2025 budget, the Board of Commissioners adopted the amended 2024 budget and tabled the adoption of the original 2025 budget. The 2025 budget was not adopted until January 2025. Because the budget was not adopted before the end of the prior fiscal year, the District was not in compliance with LRS 39:1309A, and the default reappropriation provisions of LRS 39:1312 were triggered for the fiscal year ended December 31, 2025.

Cause: The cause of this condition appears to be a lack of understanding of the specific requirements of the Local Government Budget Act by the District's Board of Commissioners at the time the 2025 budget was considered.

Effect: Failure to follow the precise requirements of the Local Government Budget Act resulted in the District not complying with LRS 39:1309A and LRS 39:1312 for the fiscal year ended December 31, 2025. As a result, 50% of the fiscal year 2024 appropriations were deemed reappropriated for the support of the District at the beginning of fiscal year 2025 until the full 2025 budget was formally adopted in January 2025.

Status: This is a repeat finding from the prior year.

SECTION II – MANAGEMENT LETTER

There was no management letter issued for the year ended December 31, 2025.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2025

**SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE
FINANCIAL STATEMENTS**

Material Weaknesses

Finding 2024-001 – Financial Statement Preparation

Criteria: Internal controls over the preparation of year-end adjusting entries and annual financial statements, complete with notes, are necessary in order for management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements of the financial statements on a timely basis.

Condition: As is common in small organizations, management has chosen to engage the audit firm to propose certain year-end adjusting journal entries and to prepare the annual financial statements. Consistent with this decision, internal controls over the preparation of year-end adjusting entries and annual financial statements, complete with notes, have not been fully implemented. Under generally accepted auditing standards (GAAS), this condition represents a material weakness in internal controls. GAAS does not provide exceptions to reporting deficiencies that are adequately mitigated with non-audit services rendered by the auditor or deficiencies for which the remedy would be cost prohibitive or otherwise impractical. This condition was also noted in the prior fiscal year.

Cause: This condition is intentional by management based on the District's lack of financial complexity, along with the cost prohibitive nature of acquiring the ability to prepare financial statements.

Effect: Management and employees are unable to prevent or detect and correct misstatements on a timely basis in the normal course of performing their assigned functions.

Status: This finding has been resolved as of December 31, 2025.

Significant Deficiencies

Finding 2024-002 – Update of District Written Policies and Procedures for Fiscal Controls

Criteria: Written policies and procedures that require employees to follow specific procedures designed to provide strong effective fiscal controls should be developed in order for management and employees to prevent or detect error or irregularities in a timely manner and to adopt policies recommended by the Louisiana Legislative Auditor's Checklist of Best Practices in Government to be reviewed and tested on an annual basis by the Louisiana Legislative Auditor's State-Wide Agreed Upon Procedures.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF PRIOR YEAR FINDINGS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

Condition: During our audit and review of the District's written policies and procedures for fiscal controls, we noted that the District lacked adequate written policies and procedures over (1) Purchasing, (2) Payroll and Personnel, (3) Ethics, (4) Debt Service, (5) Information Technology Disaster Recovery / Business Continuity, and (6) Prevention of Sexual Harassment. This condition was also noted in the prior fiscal year.

Cause: The cause of this condition appears to be that some of the written policies and procedures were developed several years ago, and have not been updated since that time.

Effect: The failure to adopt strong, effective written policies and procedures for fiscal controls and require employees to adhere to these written policies and procedures creates an environment in which errors or irregularities could occur and not be detected timely. Additionally, this could result in the District being in noncompliance with laws and regulations.

Recommendation: We recommend the District update its current policies and procedures to incorporate all of the policies and procedures recommended by the Louisiana Legislative Auditor's Checklist of Best Practices in Government.

Status: This finding has partially been resolved as of December 31, 2025.

Finding 2024-003 – Internal Control Deficiency over Bank Statement and Bank Reconciliation Review

Criteria: Strong internal controls over bank statement and bank reconciliation preparation and review are essential to prevent fraud, waste, abuse, or misappropriation of District resources. Internal controls should be suitably designed so that errors or other irregularities can be prevented, detected, and corrected in a timely manner by management or employees, in the normal course of performing their assigned duties.

Condition: During the course of our audit and testing of internal control procedures over review of bank reconciliations, we noted the following weakness in the internal control procedures that if not corrected could result in errors, irregularities, or fraud occurring that would be material to the financial statements and not be detected or prevented in a timely manner by the District:

All twelve of the monthly bank statements and bank reconciliations for 2024 were not documented as being reviewed by a member of the Board of Commissioners.

Cause: The cause of this condition appears to be inadequately designed controls over the supervisory review and approval of bank statements and completed bank reconciliations by a member of the Board of Commissioners.

Effect: Lack of review of bank statements and bank reconciliations creates an environment where the board and District employees are unable to prevent fraud, waste, abuse, or misappropriations of District resources. This also does not allow for timely detection and correction of misstatements by management and employees in the normal course of performing their assigned duties.

Status: This finding has been resolved as of December 31, 2025.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF PRIOR YEAR FINDINGS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

Finding 2024-004 – Payroll Processing and Personnel Files

Criteria: Strong internal controls over personnel policies and procedures, time and attendance procedures, and payroll processing procedures are essential to help ensure written policies and procedures are followed, employees are paid the correct amount for actual time worked, and errors or other irregularities are discovered and corrected in a timely manner by employees performing their assigned tasks.

Condition: During the audit and testing of payroll processing and personnel files, it was noted the following weaknesses in internal control procedures that need to be improved:

- Employee personnel files that we reviewed did not contain a copy of the employee's salary changes as approved by the Board of Commissioners.
- Instances where hours from employee timesheets did not agree to the payroll accounting software in the number of hours designated as regular hours, scheduled overtime and unscheduled overtime, though the grand total hours agreed.
- Instances where timesheets prepared by employees did not contain the pay period covered.
- Inconsistent approval process for Fire Chief's timesheet. Per internal control discussions, a member of the Board is to approve the Fire Chief's timesheet. Some timesheets we reviewed contained a Board member signature, where others did not. However, a board member did document approval on the payroll summary of all employees before disbursement.
- One instance where two employees swapped shifts but were both credited for time worked. For the employee who did not work, vacation time should have been deducted.
- It appears on four timesheets that the number of hours for comp time was miscalculated for an overstated ending balance.
- It appears that the District calculates overtime compensation using employees' base hourly rates only. The calculation does not include additional hourly incentive pay (e.g., specialty pay, certification pay) that employees regularly receive.

Cause: The cause of this condition appears to be (1) improperly designed internal control policies and procedures for time and attendance, (2) adopted procedures not being followed; and (3) lack of oversight by management over the payroll processing functions.

Effect: Failure to institute and adhere to strong internal control over personnel policies and procedures, time and attendance procedures, and payroll processing procedures creates an environment in which employees could be paid the incorrect pay rate, employees could be paid for work not performed, and other errors and irregularities that could occur and not be detected timely by employees performing their assigned tasks.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF PRIOR YEAR FINDINGS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

Recommendation: We recommend the District immediately implement the following internal control procedures over personnel policies and procedures, time and attendance procedures, and payroll processing procedures:

- Each personnel file should include a signed document by the Board Chairman, or their designee, approving the employee's current pay rate and any future pay rate changes.
- Timesheets should be reconciled and agree to summary reports from the payroll accounting software, and any differences should be resolved prior to processing payroll checks.
- Employee timesheets should reflect the pay period dates that are relevant to the covered timeframe.
- A consistent review and approval process should be utilized for all employees.
- The Board of Commissioners and Fire Chief should review Louisiana Legislative Auditor's Checklist of Best Practices in Government for procedures related to time and attendance record keeping and the processing of payroll for employees.

Status: This finding has been partially resolved as of December 31, 2025.

Compliance Findings

Finding 2024-005 – Failure to Complete Audit Report Within Six Months of the Close of the Fiscal Year

Criteria: LRS 24:513(A)(5)(a)(i) requires the District to complete its annual audit within six months of the close of the entity's fiscal year.

Condition: The District did not comply with certain provisions of Louisiana law which require the annual audit to be completed by June 30, 2025. Although a non-emergency extension until July 31, 2025 was granted to the District, Legislative Auditor guidelines require that a compliance finding be reported on all non-emergency extensions.

Cause: Additional time was needed to thoroughly review procedures surrounding payroll and meet with management of the District in a timely manner to review and finalize the audit report, which prevented report approval and subsequent submission by the June 30 deadline.

Effect: As a result of this issue, the District did not comply with reporting requirements of the Louisiana Legislative Auditor's office.

Status: This finding has been resolved as of December 31, 2025.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
SCHEDULE OF PRIOR YEAR FINDINGS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

Finding 2024-006 – Failure to Comply with the Local Government Budget Act

Criteria: Budget procedures applicable to the District are specified in state law, Louisiana Revised Statute (LRS) 39:1301-1315. The pertinent part of the law and manner in which the District did not comply are as follows:

- **LRS 39:1309A – Adoption:** "All action necessary to adopt and otherwise finalize and implement the budget for a fiscal year, including the adoption of any amendments to the proposed budget, shall be taken in open meeting and completed before the end of the prior fiscal year..."
- **LRS 39:1312 – Governing authority's failure to make appropriation:** "If, at the end of any fiscal year, the appropriations necessary for the support of the political subdivision for the ensuing fiscal year have not been made, then fifty percent of the amounts appropriated in the appropriation ordinance or resolution for the last completed fiscal year shall be deemed reappropriated for the several objects and purposes specified in such appropriation ordinance or resolution."

Condition: The District did not comply with certain provisions of the Local Government Budget Act in adopting the original budget for the fiscal year ended December 31, 2024 or the fiscal year ending December 31, 2025. At the December 17, 2024 Public Board Meeting to adopt the amended 2024 and the original 2025 budget, the Board of Commissioners adopted the amended 2024 budget and tabled the adoption of the original 2025. The adoption of the original 2025 budget was still not completed as of the dates of the audit work and not adopted timely according to state law.

Cause: The cause of this condition appears to be a lack of understanding of the specific requirements of the Local Government Budget Act by the District's Board of Commissioners.

Effect: Failure to follow the precise requirements of the Local Government Budget Act resulted in the District not complying with the budget laws specified in LRS 39:1307 for the fiscal year ended December 31, 2024 and LRS 39:1307 and LRS 39:1312 for the fiscal year ended December 31, 2025.

Status: This finding has not been resolved as of December 31, 2025.

SECTION II – MANAGEMENT LETTER

There was no management letter issued for the year ended December 31, 2024.



WASHINGTON PARISH FIRE DISTRICT 7
17380 Bill Booty Rd Bogalusa, LA 70427
(985) 732-5200 / Chief701@wpfd7.gov

June 24, 2026

Louisiana Legislative Auditor

Washington Parish Fire Protection District No. 7 respectfully submits the following corrective action plan for the year ended December 31, 2025.

Name and address of independent public accounting firm:

Ericksen Krentel L.L.P.
2895 Highway 190, Ste 213
Mandeville, LA 70471

Audit Period: January 1, 2025 – December 31, 2025

The finding from the December 31, 2025 audit report and schedule of findings and responses are discussed below. The finding is numbered consistently with the number assigned in the schedule.

SECTION I FINDINGS - FINANCIAL STATEMENTS AUDIT

Significant Deficiencies

Finding 2025-001 – Update of District Written Policies and Procedures for Fiscal Controls

Recommendation: We recommend the District update its current policies and procedures to incorporate all of the policies and procedures recommended by the Louisiana Legislative Auditor's Checklist of Best Practices in Government.

Views of Responsible Officials: The District acknowledges this repeat finding and will update its written policies and procedures to incorporate the Louisiana Legislative Auditor's Checklist of Best Practices in Government during the 2026 fiscal year. The District is actively working on rectifying the finding.

Finding 2025-002 – Payroll Processing and Personnel Files

Recommendation: We recommend the District immediately implement the following internal control procedures over personnel policies and procedures, time and attendance procedures, and payroll processing procedures: (1) Each personnel file should include a signed document by the Board Chairman, or their designee, approving the employee's current pay rate and any future pay rate changes; (2) Timesheets should be reconciled and agree to summary reports from the payroll accounting software, and any differences should be resolved prior to processing payroll checks; and (3) The Board of Commissioners and Fire Chief should review Louisiana Legislative Auditor's Checklist of Best Practices in Government for procedures related to time and attendance record keeping and the processing of payroll for employees.

Views of Responsible Officials: The District has partially resolved this finding during 2025 and will continue to implement the remaining recommended internal control procedures over payroll processing and personnel files. The District is actively working on fully rectifying the finding.

Compliance Finding

Finding 2025-003 – Failure to Comply with the Local Government Budget Act

Recommendation: We recommend the District update its written policies and procedures to incorporate all of the policies and procedures recommended by the Louisiana Legislative Auditor's Checklist of Best Practices in Government, with specific emphasis on compliance with the Local Government Budget Act (LRS 39:1301-1315), including the timely adoption of the annual budget and any required budget amendments.

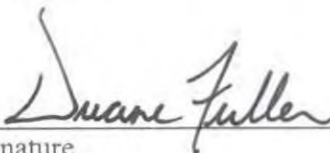
Views of Responsible Officials: The District acknowledges this repeat finding. We have begun the process of updating our written policies and procedures to incorporate the Louisiana Legislative Auditor's Checklist of Best Practices in Government and expect to complete the update during the 2026 fiscal year. The District remains committed to fully rectifying this finding.

SECTION II MANAGEMENT LETTER

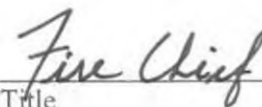
Not applicable.

If there are any questions regarding this plan, please contact the Board of Commissioners, Washington Parish Fire Protection District No. 7, Bogalusa, Louisiana.

Sincerely,



Signature



Title

LOUISIANA LEGISLATIVE AUDITOR
STATEWIDE AGREED-UPON PROCEDURES
WASHINGTON PARISH
FIRE PROTECTION DISTRICT NO. 7
BOGALUSA, LOUISIANA
FOR THE YEAR ENDED
DECEMBER 31, 2025



ERICKSEN KRENTEL LLP
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS



INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Members of the Board of Commissioners of
Washington Parish Fire Protection District No. 7
Bogalusa, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified by the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the year ended December 31, 2025. Washington Parish Fire Protection District No. 7's management is responsible for those C/C areas identified in the agreed-upon procedures.

Washington Parish Fire Protection District No. 7 has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the year ended December 31, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Our procedures and associated findings are detailed in Schedule "1".

We were engaged by the District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the agreed-upon procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

June 24, 2026
Mandeville, Louisiana

Erickson Krentel, LLP
Certified Public Accountants

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2025

WRITTEN POLICIES AND PROCEDURES

1. **Procedure:** Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations.
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) ***Disbursements***, including processing, reviewing, and approving.
 - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
 - e) ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
 - f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
 - g) ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
 - h) ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
 - i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
 - j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

WRITTEN POLICIES AND PROCEDURES (CONTINUED)

- k) ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results: The District did not have written policies and procedures as required by the Louisiana Legislative Auditor's Agreed-Upon Procedures for Receipts/Collections, Contracting, Travel and expense reimbursement, and Debt Service. The District did not have written policies and procedures for Prevention of Sexual Harassment in regards to annual reporting.

BOARD AND FINANCE COMMITTEE

- 2. **Procedure:** Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and.
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget- to-actual comparisons, at a minimum, on all special revenue funds. Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

BOARD AND FINANCE COMMITTEE (CONTINUED)

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

Results: No exceptions were found as a result of applying the procedure.

BANK RECONCILIATIONS

- 3. **Procedure:** Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select four additional accounts (or all accounts if less than five). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged), and
 - c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Results: No exceptions were found as a result of applying the procedure.

COLLECTIONS (EXCLUDING ELECTRONIC FUNDS TRANSFERS)

- 4. **Procedure:** Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select five deposit sites (or all deposit sites if less than five).
- 5. **Procedure:** For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g. five collection locations for five deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

COLLECTIONS (EXCLUDING ELECTRONIC FUNDS TRANSFERS) (CONTINUED)

- a) Employees responsible for cash collections do not share cash drawers/registers;
 - b) Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
 - c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. **Procedure:** Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
7. **Procedure:** Randomly select two deposit dates for each of the five bank accounts selected for Bank Reconciliations procedure #3 (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and.
- a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than ten miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Results: No exceptions were found as a result of applying the procedures.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)

8. **Procedure:** Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than five).
9. **Procedure:** For each location selected under procedure #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
 - b) At least two employees are involved in processing and approving payments to vendors;
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments, and
 - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
10. **Procedure:** For each location selected under procedure #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select five disbursements for each location, obtain supporting documentation for each transaction and
 - a) Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice, and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
 - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #9 above, as applicable.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES) (CONTINUED)

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

Results: No exceptions were found as a result of applying the procedure.

CREDIT CARDS/DEBIT CARDS/FUEL CARDS/PURCHASE CARDS (CARDS)

12. **Procedure:** Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
13. **Procedure:** Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
14. **Procedure:** Using the monthly statements or combined statements selected under procedure #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

CREDIT CARDS/DEBIT CARDS/FUEL CARDS/PURCHASE CARDS (CARDS)
(CONTINUED)

15. **Procedure:** Using the list of terminated employees obtained in Payroll and Personnel procedure #20 identify those individuals who had access to cards and randomly select 5 terminated employees (or all terminated employees with card access if less than 5) from this population. Observe evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, obtain evidence that the terminated employees' authorization has been removed.

Results: As a result of performing the procedures above, one credit card statement had a finance charge/late fee.

TRAVEL AND TRAVEL-RELATED EXPENSE REIMBURSEMENTS (EXCLUDING CARD TRANSACTIONS)

16. **Procedure:** Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select five reimbursements, and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:
- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
 - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Results: No exceptions were found as a result of applying the procedure.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

CONTRACTS

17. **Procedure:** Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law,
 - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
 - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
 - d) Randomly select one payment from the fiscal period for each of the five contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Results: Two exceptions noted. Out of the three contracts tested, the District was not able to provide the original contract terms for two contracts.

PAYROLL AND PERSONNEL

18. **Procedure:** Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select five employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
19. **Procedure:** Randomly select one pay period during the fiscal period. For the five employees or officials selected under procedure #18 above, obtain attendance records and leave documentation for the pay period, and
- a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

PAYROLL AND PERSONNEL (CONTINUED)

- d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

- 20. **Procedure:** Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- 21. **Procedure:** Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g. payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Results: As a result of applying the procedures, three employees tested had instances where hours from employee timesheets did not agree to the payroll accounting software in the number of hours designed as regular hours, scheduled overtime and unscheduled overtime. For all four employees tested (max amount), management was not able to provide the employee's board authorized pay rates.

ETHICS

- 22. **Procedure:** Using the five randomly selected employees/officials from Payroll and Personnel procedure #18 obtain ethics documentation from management, and
 - a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170 and
 - b) Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable,
 - c) Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Results: One exception noted, the District was not able to provide the Ethics training certificate for one employee.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

DEBT SERVICE

23. **Procedure:** Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. **Procedure:** Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Results: No exceptions were found as a result of applying the procedures.

FRAUD NOTICE

25. **Procedure:** Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
26. **Procedure:** Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results: No exceptions were found as a result of applying the procedures.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

INFORMATION TECHNOLOGY DISASTER RECOVERY/BUSINESS CONTINUITY

27. **Procedure:** Perform the following procedures:

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

28. **Procedure:** Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #20. Observe evidence that the selected terminated employees have been removed or disabled from the network.

29. **Procedure:** Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #18, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- a) Hired before June 9, 2020 - completed the training, and
- b) Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

Results: We performed the procedures and discussed the results with management.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 7
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

PREVENTION OF SEXUAL HARASSMENT

30. **Procedure:** Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #18, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
31. **Procedure:** Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
32. **Procedure:** Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- a) Number and percentage of public servants in the agency who have completed the training requirements;
 - b) Number of sexual harassment complaints received by the agency;
 - c) Number of complaints which resulted in a finding that sexual harassment occurred;
 - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and
 - e) Amount of time it took to resolve each complaint.

Results: The District was not able to provide the sexual harassment report meeting the requirements of R.S. 42:344.



WASHINGTON PARISH FIRE DISTRICT 7

17380 Bill Booty Rd Bogalusa, LA 70427

(985) 732-5200 / Chief701@wpfd7.gov

June 24, 2026

Louisiana Legislative Auditor

Washington Parish Fire Protection District No. 7 (the District) respectfully submits the following corrective action plan for items identified pursuant to the Statewide Agreed-Upon Procedures Engagement prescribed by you.

Name and address of independent public accounting firm:

Ericksen Krentel, LLP
2895 Hwy 190, Suite 213
Mandeville, LA 70471

Engagement Period: January 1, 2025– December 31, 2025

The exceptions from the Statewide Agreed-Upon Procedures Report are discussed below:

Written Policies and Procedures

Exceptions: The District did not have written policies and procedures as required by the Louisiana Legislative Auditor's Agreed-Upon Procedures for Receipts/Collections, Contracting, Travel and expense reimbursement, and Debt Service. The District did not have written policies and procedures for Prevention of Sexual Harassment in regards to annual reporting.

Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

Exceptions: One credit card statement had a finance charge/late fee.

Contracts

Exceptions: Two exceptions noted. Out of the three contracts tested, the District was not able to provide the original contract terms for two contracts.

Payroll and Personnel

Exceptions: As a result of applying the procedures, three employees tested had instances where hours from employee timesheets did not agree to the payroll accounting software in the number of hours designed as regular hours, scheduled overtime and unscheduled overtime. For all four employees tested, management could not provide the employee's board approved pay rates.

Ethics

Exceptions: The District was not able to provide an Ethics training certificate for one employee.

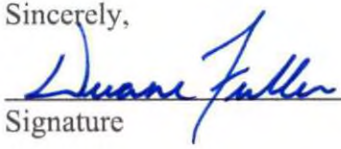
Prevention of Sexual Harassment

Exceptions: The District was not able to provide the sexual harassment report meeting the requirements of R.S. 42:344.

Management's Response to Exceptions: Management has noted and agrees with the above exceptions. Management will consider the effects of such exceptions and the need to enhance key controls or compensating controls in the identified areas.

If there are any questions regarding this plan, please call, Chief Duane Fuller, at (985) 732-5200

Sincerely,



Signature



Title