

**Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Financial Statements With Auditor's Report  
As of and For the Year Ended December 31, 2024**

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana

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## Independent Auditors' Report

To the Members of the  
Board of Commissioners  
Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana

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

#### ***Opinions***

We have audited the financial statements of the governmental activities and major fund of Bossier Parish Emergency Medical Service District, a component unit of the Bossier Parish Police Jury, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Bossier Parish Emergency Medical Service District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of Bossier Parish Emergency Medical Service District, as of December 31, 2024, and the respective changes in financial position thereof 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 (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Bossier Parish Emergency Medical Service 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.

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 Bossier Parish Emergency Medical Service 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.



### ***Auditors' 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 GAAS 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 judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgement 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 Bossier Parish Emergency Medical Service 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.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Bossier Parish Emergency Medical Service 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 discussion and analysis on pages 4 – 9, budgetary comparison information on pages 33 – 34, the Schedule of Contributions on page 36, and the Schedule of Proportionate Share of Net Pension Liability on page 35, 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.

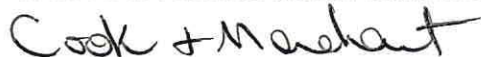


### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bossier Parish Emergency Medical Service District's basic financial statements. The accompanying other supplementary information, Schedule of Compensation, Benefits, and Other Payments to Agency Head, shown on page 37, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head, shown on page 37 is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2025, on our consideration of Bossier Parish Emergency Medical Service 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 Bossier Parish Emergency Medical Service District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Bossier Parish Emergency Medical Service District's internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
June 27, 2025

## **BOSSIER PARISH EMERGENCY MEDICAL SERVICES DISTRICT**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of Bossier Parish Emergency Medical Services District's financial performance provides an overview of the Bossier Parish Emergency Medical Services District's financial activities for the fiscal year ended December 31, 2024. Please read it in conjunction with the District's financial statements, which begin on page 10.

### **FINANCIAL HIGHLIGHTS**

The Bossier Parish Emergency Medical Services District's net position increased by \$1,113,592 or 8%.

The Bossier Parish Emergency Medical Services District's total general and program revenues were \$7,441,422 in 2024 compared to \$6,741,081 in 2023.

During the year ended December 31, 2024, the Bossier Parish Emergency Medical Services District had total expenses, excluding depreciation, of \$5,797,657 compared to \$5,764,997 in 2023.

### **USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 10 and 11) provide information about the activities of the Bossier Parish Emergency Medical Services District as a whole and present a longer-term view of the District's finances. Fund financial statements start on page 12. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Bossier Parish Emergency Medical Services District's operations in more detail than the government-wide statements by providing information about the Bossier Parish Emergency Medical Services District's most significant funds.

The Bossier Parish Emergency Medical Services District was determined to be a component unit of the Bossier Parish Police Jury. The Police Jury is financially accountable for the district because it appoints or ratifies a voting majority of the board and has the ability to impose its will on them. The accompanying financial statements present information only on the funds maintained by the Bossier Parish Emergency Medical Services District.

### **Reporting the Bossier Parish Emergency Medical Services District as a Whole**

Our analysis of the Bossier Parish Emergency Medical Services District as a whole begins on page 10. One of the most important questions asked about the Bossier Parish Emergency Medical Services District's finances is "Is the Bossier Parish Emergency Medical Services District as a whole better off or worse off as a result of the year's activities?" The Statement of



Net Position and the Statement of Activities report information about the funds maintained by the Bossier Parish Emergency Medical Services District as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Bossier Parish Emergency Medical Services District's *net position* and changes in them. You can think of the Bossier Parish Emergency Medical Services District's net position – the difference between assets and liabilities – as one way to measure the Bossier Parish Emergency Medical Services District's financial health, or *financial position*. Over time, *increases* or *decreases* in the Bossier Parish Emergency Medical Services District's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the District's property tax base, to assess the overall health of the District.

In the Statement of Net Position and the Statement of Activities, we record the funds maintained by the Bossier Parish Emergency Medical Services District as governmental activities:

Governmental activities – all of the expenses paid from the funds maintained by the Bossier Parish Emergency Medical Services District are reported here which consists primarily of personal services, materials and supplies, travel, repairs and maintenance and other program services. Ambulance fees, assessment–user fee, and sales taxes finance most of these activities.

### **Reporting the District's Most Significant Funds**

Our analysis of the major funds maintained by the Bossier Parish Emergency Medical Services District begins on page 12. The fund financial statements begin on page 12 and provide detailed information about the most significant funds maintained by the Bossier Parish Emergency Medical Services District – not the Bossier Parish Emergency Medical Services District as a whole. The Bossier Parish Emergency Medical Services District's *governmental funds* use the following accounting approaches:

Governmental funds – All of the Bossier Parish Emergency Medical Services District's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the Bossier Parish Emergency Medical Services District's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain Bossier Parish Emergency Medical Services District expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Assets and the Statement of Activities) and governmental *funds* in a reconciliation at the bottom of the fund financial statements.



## THE BOSSIER PARISH EMERGENCY MEDICAL SERVICES DISTRICT AS A WHOLE

The Bossier Parish Emergency Medical Services District's total net position, as restated, changed from a year ago, increasing from \$13,458,833 to \$14,572,425. Our analysis below will focus on key elements of the total governmental funds for the December 31, 2023 and 2024 years.

**Table 1**  
**Net Position**

	Governmental Activities	
	2024	2023
Current and other assets	\$ 9,152,888	\$ 8,816,632
Capital assets	6,371,665	5,750,097
Total assets	15,524,553	14,566,729
Deferred Outflows of Resources	1,164,881	2,135,092
Current liabilities	323,953	344,779
Long-term liabilities	590,239	1,701,130
Total liabilities	914,192	2,045,909
Deferred Inflows of Resources	1,202,817	1,197,079
Net position:		
Investments in capital assets, net of related debt	6,371,665	5,670,518
Unrestricted	8,200,760	7,788,315
Total net position	\$ 14,572,425	\$ 13,458,833

Net position of the Bossier Parish Emergency Medical Services District's governmental activities increased by \$1,113,592 or 8%.

**Table 2**  
**Change in Net Position**

	Governmental Activities	
	2024	2023
Revenues		
Program Revenues		
Charges for services -		
ambulance fees	\$ 3,510,770	\$ 2,667,613
Operating grants and		
contributions	38,533	38,477
General Revenues		
Assessment user fee	950,259	951,714
Sales taxes	2,692,800	2,971,840
Interest income	244,499	111,437
Miscellaneous	4,561	
Loss on disposal of capital assets	(89,898)	
Total revenues	<u>7,351,524</u>	<u>6,741,081</u>
Expenses		
Public safety		
emergency medical services	6,237,932	6,117,512
Total expenses	<u>6,237,932</u>	<u>6,117,512</u>
Increases in net position	<u>\$ 1,113,592</u>	<u>\$ 623,569</u>

Total revenues increased \$610,443 (9%) from total revenues in the year ended December 31, 2023 of \$6,741,081 to total revenues of \$7,351,524 in the year ended December 31, 2024. This is primarily due to increased collections from ambulance fees.

## THE DISTRICT'S FUNDS

As the District completed the year, its governmental funds (as presented in the balance sheet on page 12) reported a *combined* fund balance of \$7,661,029, which is less than last year's fund balance, as restated, \$7,323,195.

## General Fund Budgetary Highlights

The District adopted a budget for its General Fund for the year ended December 31, 2024. There was one amendment to the budget during the year. The District's budgetary comparison is presented as required supplementary information and shown on page 33. Highlights for the year are as follows:

■ Revenues were higher than budgeted amounts due to higher than anticipated sales taxes, interest income, and ambulance fees received in 2024.

■ Expenditures were under budgeted amounts due to lower than anticipated operating services.

The District's General Fund fund balance of \$7,661,029 reported on page 13 differs from the General Fund's *budgetary* fund balance of \$6,990,431 reported in the budgetary comparison schedule on page 33. This is primarily due to the District budgeting on the cash basis of accounting.

## CAPITAL ASSETS

At the end of December 31, 2024 and 2023, the Bossier Parish Emergency Medical Services District had invested \$6,371,665 and \$5,750,097, respectively, in capital assets. (see table 3 below)

**Table 3**  
**Capital Assets At Year End**  
**(Net of Depreciation)**

	Governmental Activities	
	2024	2023
Land	\$ 68,871	\$ 55,971
Construction in progress		2,442,898
Buildings	4,643,041	2,149,311
Medical equipment	578,575	204,308
Training equipment	19,963	7,638
Communications equipment		
Vehicles	1,061,215	889,971
Total	<u>\$ 6,371,665</u>	<u>\$ 5,750,097</u>

Major additions for each year included the following:

Land	\$ 12,900	\$
Construction in progress		2,319,243
Building	220,137	19,829
Medical equipment	413,449	
Training equipment	13,446	
Vehicles	491,809	179,480
Total	<u>\$ 1,151,741</u>	<u>\$ 2,518,552</u>

More detailed information about the capital assets are presented in Note 5 to the financial statements.



## DEBT

Long-term liabilities of Bossier Parish Emergency Medical Services District are as follows:

**Table 4**  
**Outstanding Debt At Year End**

	Governmental Activities	
	2024	2023
Compensated absences	\$ 219,237	\$ 125,696
Net pension liability	371,002	1,589,258
Total	<u>\$ 590,239</u>	<u>\$ 1,714,954</u>

More detailed information about long-term liabilities is presented in notes 4 and 6 to the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Bossier Parish Emergency Medical Services District's management considered many factors when setting a fiscal year December 31, 2025 budget. Amounts available for appropriation in the governmental funds are expected to remain about the same.

Expenditures for 2025 are expected to increase slightly in the area of personnel and related benefits.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the Bossier Parish Emergency Medical Services District and to show the Bossier Parish Emergency Medical Services District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Director at P.O. Box 1002, Benton, Louisiana, 71006.

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Statement of Net Position  
December 31, 2024

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 4,125,495
Investments	3,163,194
Accounts receivable:	
Assessment - user fee	1,015,765
Ambulance fees	287,870
Sales tax	494,345
Prepaid expenses	66,219
Capital assets (net)	
Non-depreciable	68,871
Depreciable (net)	<u>6,302,794</u>
Total assets	<u>15,524,553</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension related	<u>1,164,881</u>
<b>LIABILITIES</b>	
Accounts payable	20,875
Accrued expenses	303,078
Long-term liabilities:	
Due within one year	219,237
Due within more than one year	<u>371,002</u>
Total liabilities	<u>914,192</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension related	185,061
Unavailable revenue - assessment - user fee	<u>1,017,756</u>
Total deferred inflows of resources	<u>1,202,817</u>
<b>NET POSITION</b>	
Investment in capital assets	6,371,665
Unrestricted	<u>8,200,760</u>
Total net position	<u><u>\$ 14,572,425</u></u>

See accompanying notes to the basic financial statements.

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Statement of Activities  
For the Year Ended December 31, 2024

	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
<u>Functions / Programs:</u>				
Governmental Activities				
Public safety - emergency medical services	\$ 6,237,932	\$ 3,510,770	\$ 38,533	\$ (2,688,629)
Total governmental activities	\$ 6,237,932	\$ 3,510,770	\$ 38,533	(2,688,629)
General revenues:				
Assessment - user fee				950,259
Sales taxes				2,692,800
Interest and dividends				244,499
Miscellaneous				4,561
Loss on disposal of capital assets				(89,898)
Total general revenues				3,802,221
Change in net position				1,113,592
Net position - beginning, restated				13,458,833
Net position - ending				\$ 14,572,425

See accompanying notes to the basic financial statements.



Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Balance Sheet  
Governmental Fund  
December 31, 2024

	General Fund
Assets	
Cash and cash equivalents	\$ 4,125,495
Investments	3,163,194
Accounts receivable	
Assessment - user fee	1,015,765
Ambulance fee	287,870
Sales tax	494,345
Total assets	<u>\$ 9,086,669</u>
Liabilities	
Accounts payable	\$ 20,875
Accrued expenses	303,078
Total liabilities	<u>323,953</u>
Deferred inflows of resources	
Unavailable revenue	
Assessment - user fee	1,017,756
Ambulance fees	27,515
Sales tax	56,416
Total deferred inflows of resources	<u>1,101,687</u>
Fund balances	
Committed	
Vehicle replacement	574,628
Public safety and injury prevention program	400,099
Capital improvements	3,573,651
Unassigned	3,112,651
Total fund balances	<u>7,661,029</u>
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 funds.	6,371,665
Long-term liabilities and other amounts are not due and payable in the current period and therefore are not reported in the funds.	
Compensated absences	(219,237)
Net pension liability	(371,002)
Deferred inflows - pension related	(185,061)
Deferred inflows - unavailable revenue	83,931
The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.	66,219
Other long-term assets and other amounts are not available to pay for current-period expenditures and therefore are not available in the funds.	
Deferred outflows - pension related	<u>1,164,881</u>
Net position of governmental activities	<u>\$ 14,572,425</u>

See accompanying notes to the basic financial statements.

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Fund  
For the Year Ended December 31, 2024

	General Fund
Revenues	
Assessment - user fee	\$ 950,259
Sales tax	2,693,347
Charges for services - ambulance fees	2,864,773
DHH supplemental payments	653,797
Interest and dividends	244,499
Miscellaneous	4,561
	<hr/>
Total revenues	7,411,236
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Expenditures	
Current - public safety:	
Personal service and related benefits	4,814,971
Operating services	1,106,690
Capital outlay	1,151,741
	<hr/>
Total expenditures	7,073,402
	<hr/>
Net change in fund balances	337,834
Fund balances at beginning of year, restated	7,323,195
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Fund balances at end of year	\$ 7,661,029
	<hr/>

See accompanying notes to the basic financial statements.

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures, and Changes in  
Fund Balances of the Governmental Fund to the Statement of Activities  
For the Year Ended December 31, 2024

Net change in fund balances - total governmental fund	\$	337,834
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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 useful lives and reported as depreciation expense. This is the amount by which capital outlays (\$1,151,741) exceeded depreciation (\$440,275) in the current period.		711,466
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The net effect of various transactions involving capital assets (sales, trade-ins, donated infrastructure, etc.) is to decrease net assets.		(89,898)
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Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental fund.

Compensated absences		(107,365)
Pension expense - decrease		230,810

The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.		559
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Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.		
Unavailable revenue		(8,347)
Non-employer contributions to cost-sharing pension plan		38,533

Change in net position of governmental activities	\$	1,113,592
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See accompanying notes to the basic financial statements.



Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Notes to Financial Statements  
December 31, 2024

## INTRODUCTION

The Bossier Parish Emergency Medical Service District (the District) was created by the Bossier Parish Policy Jury by Ordinance No. 3266 on August 10, 1993, as provided under the Louisiana Revised Statute 33:9053.1. The District is comprised of all the territory located within the Parish of Bossier excluding the municipality of Bossier City and that portion of the Parish located within the municipality of Shreveport. The District is governed by a Board of Commissioners, who are appointed by the Bossier Parish Police Jury. The Board of Commissioners received no compensation during 2024. The District constitutes a political subdivision of the State of Louisiana and is a component unit of the Bossier Parish Police Jury. The purpose of the District is to provide ambulance service for the transportation of persons which necessitate ambulance care and for providing related services.

### (1) Summary of Significant Accounting Policies

The Bossier Parish Emergency Medical Service District's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Bossier Parish Emergency Medical Service District are discussed below.

#### A. Reporting Entity

The District is a component unit of the Bossier Parish Policy Jury, the financial reporting entity. The Policy Jury is financially accountable for the District because it appoints or ratifies a voting majority of the board and has the ability to impose its will on them.

The accompanying financial statements present information only on the funds maintained by the district and do not present information on the Policy Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

#### B. Basic Financial Statements – Government-Wide Statements

The Bossier Parish Emergency Medical Service District's basic financial statements include both government-wide (reporting the funds maintained by the Bossier Parish Emergency Medical Service District as a whole) and fund financial statements (reporting the Bossier Parish Emergency Medical Service District's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Bossier Parish Emergency Medical Service District's general fund is classified as governmental activities. The Bossier Parish Emergency Medical Service District does not have any business-type activities.

In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables. The Bossier Parish Emergency Medical Service District's net position is reported in two parts – investment in capital assets and unrestricted net position.

(Continued)

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Notes to Financial Statements  
December 31, 2024  
(Continued)

The government-wide Statement of Activities reports both the gross and net cost of each of the Bossier Parish Emergency Medical Service District's functions. The functions are supported by program revenues and general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by any related program revenues, which must be directly associated with the function. Program revenues of the District consist of ambulance fees billed to insurance companies and individuals and government grants, as well as non-employer contributions to cost-sharing pension plan. The net costs (by function) are normally covered by general revenues.

This government-wide focus is more on the sustainability of the Bossier Parish Emergency Medical Service District as an entity and the change in the Bossier Parish Emergency Medical Service District's net position resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Bossier Parish Emergency Medical Service District are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Bossier Parish Emergency Medical Service District:

Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Bossier Parish Emergency Medical Service District:

- a. General funds are the general operating funds of the Bossier Parish Emergency Medical Service District. They are used to account for all financial resources except those required to be accounted for in another fund.

The emphasis in fund financial statements is on the major funds in the governmental category. GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The District's general fund was determined to be a major fund.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual:

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

(Continued)



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Revenues of the Bossier Parish Emergency Medical Service District consist principally of sales taxes, user fees on property, ambulance fees collected from billings, other intergovernmental revenues, donations, grants, and interest income. Assessment-user fees on property are recorded in the year for which the fee is levied and budgeted. Sales taxes are recognized in the period in which the underlying exchange has occurred. Ambulance fees are recorded when billed, net of any amounts determined to be uncollectible. Interest income is recorded when earned. Donations, grants, and other intergovernmental revenues are recorded when received in cash because they are generally not measurable until actually received.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under 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 rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. Depreciation is not recognized in the governmental fund financial statements.

E. Budgets

The District uses the following budget practices:

A budget for the ensuing year is prepared prior to December 31 of each year and is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The proposed budget is prepared on the cash basis of accounting. The budget is established and controlled by the board of commissioners at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the board of commissioners. There was one budget amendment during the year ended December 31, 2024, which is reflected in the budgetary comparison schedule.

F. Cash, Cash Equivalents, and Investments

Cash includes amounts in petty cash, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the district may deposit funds in demand deposits, interest-bearing demand deposits, or money market accounts with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are carried at cost, which approximates market.

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G. Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	20 – 40 years
Ambulances	5 – 7 years
Equipment	5 – 20 years

H. Long-term Liabilities

All long-term liabilities to be repaid from governmental resources are reported as liabilities in the government-wide statements. The long-term liabilities consist of compensated absences payable and net pension liability. Long-term debt for governmental funds is not reported as liabilities in the fund financial statements.

I. Compensated Absences

Employees of the District earn from five to ten, 24 hour shifts of vacation leave each year, depending on their lengths of service, and five, 24 hour shifts of sick leave. Upon separation of employment, an employee will be paid for accrued, unused vacation leave. Unused sick days earned but not taken will not be paid to an employee upon termination of employment. Employees who do not use their sick or vacation leave by their anniversary date forfeit the remaining unused sick or leave balance as of that date.

J. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

K. Sales Tax

During 1999, a special election was held in which a ¼% sales tax was passed in the Sales Tax District No. 1 of Bossier Parish, State of Louisiana. The sales tax is to be used for constructing, improving, acquiring, operating and maintaining facilities and equipment, ambulance service and otherwise paying the cost of ambulance service for the residents of Bossier Parish.

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L. Assessment – User Fee

The District is authorized to levy a user fee not to exceed \$36.00 per year to assess persons owning each residential or commercial structure located wholly or partly within the boundaries of said District. The user fee is recorded in the year for which the fee is levied and budgeted. User fees are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The fees are generally collected in December of the current year and January and February of the ensuing year.

M. Deferred Inflows / Outflows 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 a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District currently has deferred outflows of resources related to pensions in the governmental-wide statement of net position.

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 reflects an increase in net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The District has several items that meet this definition and qualify for reporting in this category. Accordingly, the item, unavailable revenue, is reported in the governmental funds balance sheet and statement of net position. The District reports unavailable revenue from several sources, including user fees and other receipts. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available or the period for which the amounts are budgeted. The District also has deferred inflows of resources related to pensions in the government-wide statement of net position.

N. Net Position

Government-wide net position is divided into three components: Net investment in capital assets consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets. Restricted net position consists of assets that are restricted by the district's creditors (for example, through debt covenants), by the state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors (less related liabilities and deferred inflows of resources). All other net position is reported as unrestricted net position. When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the District's policy is to first apply the expense toward restricted resources and then toward unrestricted resources.

O. Fund Balance

GASB defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be properly reported within one of the fund balance categories list below.

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1. Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form, such as inventory or prepaid expenses, or (b) legally or contractually required to be maintained intact, such as a trust that must be retained in perpetuity.
2. Restricted fund balances are restricted when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed fund balances include amounts that can be used only for the specific purposes as a result of constraints imposed by the board of commissioners (the District's highest level of decision making authority).

Committed amounts cannot be used for any other purpose unless the board of commissioners removes those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).

4. Assigned fund balances are amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned fund balance is the residual classification for the District's general fund and include all spendable amounts not contained in the other classifications.

When both restricted and unrestricted fund balances are available for use, it is the District's policy to use restricted fund balance first, then unrestricted fund balance. Furthermore, committed fund balances are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

P. Fair Value Measurements

Generally accepted accounting principles require disclosure to be made about fair value measurements, the level of fair value hierarchy, and valuation techniques. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels:

Level 1 inputs – The valuation is based on quoted market prices for identical assets or liabilities traded in active markets;

Level 2 inputs – The valuation is based on quoted market prices for similar instruments traded in active markets, quoted prices for identical or similar instruments in markets that are not active, and inputs other than quoted prices that are observable for the asset or liability;

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Level 3 inputs – The valuation is determined by using the best information available under the circumstances and might include the government's own data but should adjust those data if (a) reasonably available information indicates that other market participants would use different data or (b) there is something particular to the government that is not available to other market participants.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on lowest level of any input that is significant to the fair value measurement.

Q. Pension Plan

The District is a participating employer in a cost-sharing, multiple-employer, defined benefit pension plans as described in Note 6. For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plans fiduciary net position, have been determined on the same basis as they are reported by the plan.

R. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide financial statements.

(2) Cash, Cash Equivalents, and Investments

At December 31, 2024, the District had cash, cash equivalents, and investments (book balances), totaling \$7,288,689, as detailed below.

A. Cash and Cash Equivalents

Cash and cash equivalents at December 31, 2024 (book balances) totaled \$4,125,495. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

B. Investments

The investments are presented in the financial statements at fair value using level 1 for U.S. Treasury Notes, and level 2 for certificate of deposits. At December 31, 2024, the District's had investments totaling \$3,163,194 as follows:

U.S. Treasury Notes	\$ 2,071,015
Certificates of deposit	<u>1,092,179</u>
	<u>\$ 3,163,194</u>

(Continued)

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The District had investments totaling \$2,071,015 consisting of U.S. Treasury Notes. The market value of this particular type of investment is not materially different from its carrying amount.

The certificates of deposits have initial maturities greater than 90 days and are carried at cost, which approximates market.

C. Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of December 31, 2024, \$3,801,800 of the District's bank balances totaling \$5,243,764 were exposed to custodial credit risk as follows:

Uninsured and collateral held by the pledging bank's  
trust department not in the District's name:

Cash and cash equivalents	\$ 3,029,781
Certificates of deposit	<u>772,019</u>
	<u>\$ 3,801,800</u>

Deposits totaling \$70,160 at December 31, 2024, were uninsured.

Even though the pledged securities are considered uncollateralized (Category 3) under GASB provisions, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk that the fiscal agent has failed to pay deposited funds upon demand.

(3) Accrued Expenses

Accrued expenses at December 31, 2024, consisted of the following:

Payroll and related expenses	\$ 85,377
Retirement payable	207,112
Accrued leave	<u>10,589</u>
	<u>\$ 303,078</u>

(4) Long-term Liabilities

Long-term liability activity for the year ended December 31, 2024, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Net pension liability	\$ 1,589,258	\$	\$(1,218,256)	\$ 371,002	\$
Compensated absences	<u>125,696</u>	<u>93,541</u>	<u></u>	<u>219,237</u>	<u>219,237</u>
Total long-term liabilities, government-wide statements	<u>\$ 1,714,954</u>	<u>\$ 93,541</u>	<u>\$(1,218,256)</u>	<u>\$ 590,239</u>	<u>\$ 219,237</u>

The change in compensated absences is reported as a net change.

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(5) Capital Assets

Capital asset activity for the year ended December 31, 2024, was as follows:

	Balance at Jan. 1, 2024	Additions	Deletions	Transfers	Balance at Dec. 31, 2024
<u>Governmental Activities:</u>					
Capital assets, not being depreciated:					
Land	\$ 55,971	\$ 12,900	\$	\$	\$ 68,871
Construction in process	2,442,898			(2,442,898)	
Total capital assets, not being depreciated	<u>2,498,869</u>	<u>12,900</u>	<u></u>	<u>(2,442,898)</u>	<u>68,871</u>
Capital assets, being depreciated:					
Buildings	3,336,704	220,137		2,442,898	5,999,739
Medical equipment	1,014,983	413,449			1,428,432
Training equipment	195,680	13,446			209,126
Communications equipment	59,075				59,075
Vehicles	2,182,293	491,809	(493,674)		2,180,428
Total capital assets, being depreciated at historical cost	<u>6,788,735</u>	<u>1,138,841</u>	<u>(493,674)</u>	<u>2,442,898</u>	<u>9,876,800</u>
Less accumulated depreciation:					
Buildings	(1,187,393)	(169,305)			(1,356,698)
Medical equipment	(810,675)	(39,182)			(849,857)
Training equipment	(188,042)	(1,121)			(189,163)
Communications equipment	(59,075)				(59,075)
Vehicles	(1,292,322)	(230,667)	403,776		(1,119,213)
Total accumulated depreciation	<u>(3,537,507)</u>	<u>(440,275)</u>	<u>403,776</u>	<u></u>	<u>(3,574,006)</u>
Total capital assets being depreciated, net	<u>3,251,228</u>	<u>698,566</u>	<u>(89,898)</u>	<u>2,442,898</u>	<u>6,302,794</u>
Governmental activities capital assets, net	<u>\$ 5,750,097</u>	<u>\$ 711,466</u>	<u>\$ (89,898)</u>	<u>\$</u>	<u>\$ 6,371,665</u>

Depreciation expense for the year ended December 31, 2024, was \$440,275.

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(6) Pension Plan

The District participates in the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing multiple-employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the state of Louisiana or any governing body or a parish which employs and pays persons serving the parish. Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan". Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The Retirement System is governed by Louisiana Revised Statutes, Title 11, Sections 1901 through 2025, specifically, and other general laws of the State of Louisiana.

All employees of the District are members of Plan A.

**Plan Description**

Parochial Employees' Retirement System of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System was established and provided for by R.S.11:1901 of the Louisiana Revised Statute (LRS). The System provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the State which does not have their own retirement system and which elects to become members of the System. The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to these appropriate statutes for more complete information.

**Eligibility Requirements:**

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join the System.

**Retirement Benefits:**

Any member of Plan A can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with a minimum of ten (10) years of creditable service.
4. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service.
2. Age 62 with 10 years of service.
3. Age 67 with 7 years of service.

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Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to three percent of the member's final average compensation multiplied by his/her years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts.

Survivor Benefits:

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes. Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes. A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

Deferred Retirement Option Plan:

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the Retirement System. DROP is an option for that member who is eligible for normal retirement. In lieu of terminating employment and accepting a service retirement, any member of Plan A or B who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) in which they are enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account. Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

For individuals who become eligible to participate in the Deferred Retirement Option Plan on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in the Plan will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return or, at the option of the System, the funds may be credited to self-directed subaccounts. The participant in the self-directed portion of this Plan must agree that the benefits payable to the participant are not the obligations of the state or the System, and that any returns and other rights of the Plan are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

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**Disability Benefits:**

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age sixty.

**Cost of Living Increases:**

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

**Employer Contributions**

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2023, the actuarially determined contribution rate was 7.49% of member's compensation for Plan A. However, the actual rate for the fiscal year ending December 31, 2023 was 11.50% for Plan A. The actual rate for the fiscal year ending December 31, 2024 was 11.50%. The District's contributions to the System for the years ended December 31, 2024, 2023, and 2022 were \$379,660, \$325,172, and \$322,141, respectively. Included in accrued expenses at December 31, 2024 are contributions for October through December 2024 totaling \$118,785.

According to state statute, the System also receives  $\frac{1}{4}$  of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities. Non-employer contributions received by the System and attributable to the District during the years ended December 31, 2024 and 2023 were \$38,533 and \$38,477, respectively.

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

At December 31, 2024, the District reported a pension liability of \$371,002 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of Parochial Employees' Retirement System of Louisiana. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The resulting allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on each employer's contribution to the plan during the fiscal year ended December 31, 2023 as compared to the total of all employer's contributions received by the plan during the fiscal year ended December 31, 2023.

At December 31, 2023, the District's proportion was .389413%, which was a decrease of .023511% from its proportion measured as of December 31, 2022.

For the year ended December 31, 2024, the District recognized pension expense of \$148,722, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, \$127.

At December 31, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 175,681	\$ 99,584
Changes of assumptions		64,636
Net difference between projected and actual earnings on pension plan investments	597,924	
Changes in proportion and differences between employer contributions and proportionate share of contributions	11,616	20,841
Employer contributions subsequent to the measurement Date	379,660	
Total	<u>\$ 1,164,881</u>	<u>\$ 185,061</u>

The District reported a total of \$379,660 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of December 31, 2023, which will be recognized as a reduction in net pension liability in the year ended December 31, 2025.

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

<u>Year</u>	<u>Amount</u>
2025	\$ 50,509
2026	289,079
2027	503,608
2028	<u>(243,036)</u>
Total	<u>\$ 600,160</u>

**Actuarial Methods and Assumptions**

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

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2023, are as follows:

Valuation Date	December 31, 2023
Actuarial Cost Method	Plan A – Entry Age Normal
Investment Rate of Return	6.40% net investment expense, including inflation
Expected Remaining	
Service lives	4 years
Projected Salary Increases	Plan A – 4.75%
Inflation Rate	2.30%
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.



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The discount rate used to measure the total pension liability was 6.40% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. 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.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates 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 rates 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 of 2.40% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.50% for the year ended December 31, 2023. Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2023, are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed income	33%	1.12%
Equity	51%	3.20%
Alternatives	14%	0.67%
Real assets	2%	0.11%
Totals	<u>100%</u>	<u>5.10%</u>
Inflation		<u>2.40%</u>
Expected Arithmetic Nominal Return		<u>7.50%</u>

(Continued)



Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Notes to Financial Statements  
December 31, 2024  
(Continued)

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2018 through December 31, 2022. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale. For Disabled annuitants, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale.

**Sensitivity to Change in Discount Rate**

The following presents the net pension asset of the participating employers as of December 31, 2023 calculated using the discount rate of 6.40%, as well as what the employers' net pension asset would be if it were calculated using a discount rate that is one percentage point lower 5.40% or one percentage point higher 7.40% than the current rate.

	PLAN A		
	Changes in Discount Rate		
		Current	
	1%	Discount	1%
	Decrease	Rate	Increase
	5.40%	6.40%	7.40%
Net Pension Liability (Asset)	\$2,647,169	\$ 371,002	\$(1,539,614)

**Change in Net Pension Liability**

The changes in the net pension liability for the year ended December 31, 2024 were recognized in the current reporting period as pension expense except as follows:

**Differences between Expected and Actual Experience:**

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

**Differences between Projected and Actual Investment Earnings:**

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five year period.

**Change in Assumptions:**

The changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

(Continued)

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Notes to Financial Statements  
December 31, 2024  
(Continued)

**Change in Proportion:**

Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense/(benefit) using a the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

**Contributions – Proportionate Share**

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense/(benefit) using the straight line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan.

**Retirement System Audit Report**

Parochial Employees' Retirement System of Louisiana issued a stand-alone audit report on its financial statements for the year ended December 31, 2023. Access to the audit report can be found on the System's website: [www.persla.org](http://www.persla.org) or on the Office of Louisiana Legislative Auditor's official website: [www.lla.state.la.us](http://www.lla.state.la.us).

**Plan Fiduciary Net Position**

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended December 31, 2023. Access to these reports can be found on the Louisiana Legislative Auditor's website, [www.lla.la.gov](http://www.lla.la.gov).

(Continued)



Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Notes to Financial Statements  
December 31, 2024  
(Continued)

(7) Adoption of New Accounting Standard – GASB Statement No. 101

During the year ended December 31, 2024, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*. This Statement provides recognition and measurement guidance for all types of compensated absences, including sick leave and vacation leave. GASB 101 requires that compensated absences be recognized as a liability when the sick leave is more likely than not to be used as paid leave.

(8) Restatement of Net Position / Fund Balance

Net position and fund balance at December 31, 2023, was restated to correct the revenue recognition of a dividend received to the period for which the revenues were earned.

	<u>Fund Balance</u>	<u>Net Position</u>
Balance, December 31, 2023, as previously reported	\$ 7,265,162	\$ 13,400,800
Correction of dividend received	58,033	58,033
Balance, December 31, 2023, restated	<u>\$ 7,323,195</u>	<u>\$ 13,458,833</u>

(9) Commitments

In July 2024, the District approved to remount an ambulance box to a new chassis in the amount of \$150,721. The payment for these expenditures will be made subsequent to December 31, 2024.

(10) Risk Management

The District purchases commercial insurance to provide workers compensation coverage and general liability and property insurance. There were no significant reductions in insurance coverage from the prior year.

(11) Subsequent Events

In February 2025, the District approved the purchase of a truck in the amount of \$42,324.

In April 2025, the District approved to remount an ambulance box to a new chassis in the amount of \$167,112.

Subsequent to December 31, 2024, the District approved expenditures totaling approximately \$35,000, for the engineering and design of a new station.

Subsequent events have been evaluated through June 27, 2025, the date the financial statements were available to be issued.



Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended December 31, 2024

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
Revenues				
Assessment - user fee	\$ 990,500	\$ 950,170	\$ 952,250	\$ 2,080
Sales tax	2,900,000	2,502,993	2,748,721	245,728
Charges for services - ambulance fees	2,300,000	2,500,000	2,853,710	353,710
Miscellaneous	52,000		4,560	4,560
Interest and dividends	35,000	70,000	244,529	174,529
DHH supplemental payments	500,000	653,537	653,797	260
Total revenues	6,777,500	6,676,700	7,457,567	780,867
Expenditures				
Current - public safety:				
Personal service and related benefits	4,975,500	4,706,000	4,760,203	(54,203)
Operating services	1,379,000	1,660,700	1,183,049	477,651
Capital outlay	570,000	985,000	1,151,741	(166,741)
Total expenditures	6,924,500	7,351,700	7,094,993	256,707
Excess of revenues over (under) expenditures	(147,000)	(675,000)	362,574	1,037,574
Fund balances at beginning of year	150,000	700,000	6,627,857	5,927,857
Fund balances at end of year	\$ 3,000	\$ 25,000	\$ 6,990,431	\$ 6,965,431

See accompanying note to the required supplementary schedule.

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Notes to Required Supplementary Information  
December 31, 2024

The District's budget is adopted on a cash basis for all funds, except for certain payroll liabilities which are recorded by the District. There was one amendment to the 2024 budget. The budget comparison schedule included in the accompanying financial statements includes the original and amended budget. The schedule below reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the budget basis with GAAP basis:

	<u>General Fund</u>
Excess of revenues over expenditures and other uses (budget basis)	\$ 362,574
Adjustments:	
Revenue accruals – net	45,154
Expenditures accruals – net	<u>( 69,894)</u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$ 337,834</u>

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Schedule of Proportionate Share of Net Pension Liability (Asset)  
For the Year Ended December 31, 2024

Parochial Employees Retirement System of Louisiana

<u>Year Ended December 31</u>	<u>Proportion of the net pension liability (asset)</u>	<u>Proportionate share of the net pension liability (asset)</u>	<u>Covered-employee payroll</u>	<u>Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
2024	0.38941%	\$ 371,002	\$ 2,822,363	13.15%	98.03%
2023	0.41292%	1,589,258	2,801,225	56.73%	91.74%
2022	0.36239%	(1,707,010)	2,431,384	70.21%	110.46%
2021	0.31381%	(550,363)	2,096,423	26.25%	99.89%
2020	0.31029%	14,607	1,967,476	74.00%	99.89%
2019	0.31258%	1,387,347	1,921,623	72.20%	88.86%
2018	0.29463%	(218,689)	1,803,376	12.13%	101.98%
2017	0.30621%	630,648	1,816,101	34.73%	94.15%
2016	0.31934%	840,582	1,830,941	45.91%	92.23%
2015	0.31622%	86,458	1,717,654	5.03%	99.15%

\*Amounts presented were determined as of the measurement date.



Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Schedule of Contributions  
For the Year Ended December 31, 2024

Parochial Employees Retirement System of Louisiana

<u>Year Ended December 31</u>	<u>Statutorily Required Contribution</u>	<u>Contributions in relation to the statutorily required contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered-employee payroll</u>	<u>Contributions as a percentage of covered-employee payroll</u>
2024	\$ 379,660	\$ 379,660	\$	\$ 3,301,386	11.50%
2023	325,172	325,172		2,822,363	11.52%
2022	322,141	322,141		2,801,225	11.50%
2021	297,845	297,845		2,431,384	12.25%
2020	256,812	256,812		2,096,423	12.25%
2019	226,260	226,260		1,967,476	11.50%
2018	220,987	220,987		1,921,623	11.50%
2017	225,422	225,422		1,803,376	12.50%
2016	236,081	236,081		1,816,010	13.00%
2015	265,486	265,486		1,830,941	14.50%

\*Amounts presented were determined as of the end of the fiscal year (December 31).

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the Year Ended December 31, 2024

**Agency Head: Steve Nezat, Executive Director**

<b><u>Purpose</u></b>	<b><u>Amount</u></b>
Salary	\$ 136,350
Benefits-retirement	15,377
Benefits-insurance	13,750

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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

Independent Auditors' Report

To the Members of the  
Board of Commissioners  
Bossier Parish Emergency Medical Service District

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of the Bossier Parish Emergency Medical Service District as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Bossier Parish Emergency Medical Service District's basic financial statements, and have issued our report thereon dated June 27, 2025.

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

In planning and performing our audit of the financial statements, we considered the Bossier Parish Emergency Medical Service District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Bossier Parish Emergency Medical Service District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bossier Parish Emergency Medical Service District's internal control.

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

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



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

As part of obtaining reasonable assurance about whether Bossier Parish Emergency Medical Service District'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 an instance of noncompliance that is required to be reported under *Government Auditing Standards* and which is reported in the accompanying Summary Schedule of Audit Findings as item 2024-001.

## **Bossier Parish Emergency Medical Service District's Response to Finding**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Bossier Parish Emergency Medical Service District's response to the finding identified in our audit and described in the accompanying Summary Schedule of Audit Findings. Bossier Parish Emergency Medical Service District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **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.



Cook & Morehart  
Certified Public Accountants  
June 27, 2025

Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
Summary Schedule of Audit Findings  
December 31, 2024

**Summary Schedule of Prior Audit Findings**

There were no findings for the prior year audit for the year ended December 31, 2023.

**Corrective Action Plan for Current Year Audit Findings**

There was one finding for the current year audit for the year ended December 31, 2024.

**2024-001 Finding - Collateral**

*Finding:* At December 31, 2024, bank balances totaling \$70,160 were uninsured.

*Criteria:* State law requires that bank balances be fully secured by Federal Depository Insurance (FDIC) or collateralized by the pledging bank's trust department.

*Cause:* The shortage of collateral was due to an oversight by the bank.

*Effect:* The District was not in compliance with state laws which require bank balances be fully insured or collateralized at all times.

*Recommendation:* We recommend the District implement procedures for insuring that all bank balances are fully insured or collateralized at all times.

*Views of Responsible Officials and Planned Corrective Actions:* The District will monitor its bank balances monthly to ensure that all deposits are fully insured by Federal Depository Insurance (FDIC) or collateralized by the pledging bank's trust department.

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## Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Commissioners  
Bossier Parish Emergency Medical Service District  
Bossier City, Louisiana  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2024 through December 31, 2024. The Bossier Parish Emergency Medical Service District's management is responsible for those C/C areas identified in the SAUPs.

The Bossier Parish Emergency Medical Service District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2024 through December 31, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### **1) Written Policies and Procedures**

- A. 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:
  - i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - ii. **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.
  - iii. **Disbursements**, including processing, reviewing, and approving.
  - iv. **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).

- v. **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.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **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).
- ix. **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.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **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.
- xii. **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.

Procedures performed. No exceptions noted.

## 2) **Board or Finance Committee**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

## 3) **Bank Reconciliations**

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

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

Procedures performed. Noted the following exception:

*Exception:* One of the bank reconciliations selected for testing contained six checks totaling \$901.77 which were outstanding for more than one year.

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

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A 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
  - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - ii. At least two employees are involved in processing and approving payments to vendors;
  - iii. 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;
  - iv. 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
  - v. 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.
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
  - i. 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
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.



- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, 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.

Procedures performed. Noted the following exception:

*Exception:* The employee responsible for processing payments is also responsible for mailing signed checks.

**6) Credit Cards/Debit Cards/Fuel Cards/P-Cards**

- A. 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.
- B. 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
- i. 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
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #7B 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.

Procedures performed. No exceptions noted.

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

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

**8) Contracts**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.



**9) Payroll and Personnel**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

**10) Ethics**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

**11) Debt Service**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

**12) Fraud Notice**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

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

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024.

**14) Prevention of Sexual Harassment**

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, 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.
- B. 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).
- C. 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:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

Procedures performed. No exceptions noted.

We were engaged by the Bossier Parish Emergency Medical Service 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 SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Bossier Parish Emergency Medical Service 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 SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

A handwritten signature in black ink that reads "Cook & Morehart". The signature is written in a cursive, flowing style.

Cook & Morehart  
Certified Public Accountants  
June 27, 2025



# BOSSIER PARISH EMERGENCY MEDICAL SERVICE

June 27, 2025

Director

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Commissioners

Chair

**David Brian, DVM**

Vice-Chair

**Henry Simons**

**Ronnie Jordan**

**Don Hebert**

**Michael B. Williams**

Cook & Morehart, CPAs

1215 Hawn Ave

Shreveport, LA 71107

The Bossier Parish Emergency Medical Service District submits the following responses to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended December 31, 2024:

*Exception:* One of the bank reconciliations selected for testing contained six checks totaling \$901.77 which were outstanding for more than one year.

*Response:* The District will document its research of outstanding items in the future.

*Exception:* The employee responsible for processing payments and is also responsible for mailing signed checks.

*Response:* The District will consider alternative procedures for processing payments and mailing out signed checks for payments.

Sincerely,

Steve Nezat

Director

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