

**FIRE PROTECTION DISTRICT NO. 4  
OF ALLEN PARISH**

**ANNUAL FINANCIAL STATEMENTS AND  
INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

**Year Ended December 31, 2019**

**ROYCE T. SCIMEMI, CPA, APAC**  
Oberlin, LA

**FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH  
ANNUAL FINANCIAL STATEMENTS  
AND INDEPENDENT ACCOUNTANTS' REPORTS  
Year Ended December 31, 2019**

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## FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

### Management's Discussion and Analysis

Within this section of the Fire Protection District No. 4 of Allen Parish (District) annual financial report, the District's management is pleased to provide this narrative discussion and analysis of the financial activities of the District for the fiscal year ended December 31, 2019. The District's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section.

#### Financial Highlights

- The District's assets exceeded its liabilities by \$1,905,413 (net position) for the 2019 fiscal year, compared with \$1,852,404 in net position for the 2018 fiscal year.
- In 2019, total revenues of \$431,755 were exceeded by total expenses of \$378,746, resulting in a current year surplus of \$53,009. For the fiscal year 2018, total revenues of \$246,902 were exceeded by total expenses of \$409,759, yielding a deficit for that year of \$162,857.
- As of December 31, 2019, total net position is comprised of the following:
  - (1) Invested in capital assets of \$1,531,472 includes property and equipment, net of accumulated depreciation, and reduced for outstanding debt, if any, related to the purchase of capital assets.
  - (2) Unrestricted net position of \$373,941.

Comparatively, as of December 31, 2018, total net position was comprised of the following:

- (1) Invested in capital assets of \$1,382,603 includes property and equipment, net of accumulated depreciation, and are reduced for outstanding debt, if any, related to the purchase of capital assets.
  - (2) Restricted net position of \$115,639 includes funds for debt service.
  - (3) Unrestricted net position of \$354,162.
- At the end of the 2019 fiscal year, unassigned fund balance for the General Fund was \$357,811, or 87% of total General Fund expenditures and 83% of total General Fund revenues. Comparatively, at December 31, 2018, unassigned fund balance for the General Fund was \$340,412, or 55% of total General Fund expenditures and 160% of total General Fund revenues.
  - Overall, the District saw its net position improve but it continues to maintain a solid financial position and is continuing to work to improve on this financial position.

The above financial highlights are explained in more detail in the "financial analysis" section of this document.

#### Overview of the Financial Statements

This Management's Discussion and Analysis document introduces the District's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The District also includes in this report additional information to supplement the basic financial statements.

## FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

### Management's Discussion and Analysis (Continued)

#### **Government-Wide Financial Statements**

The District's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the District's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting and elimination or reclassification of activities between funds.

The first of these government-wide financial statements is the *Statement of Net Position*. This is the government-wide statement of financial position presenting information that includes all of the District's assets and liabilities, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District as a whole is improving or deteriorating. Evaluation of the overall health of the District would extend to other nonfinancial factors such as diversification of the taxpayer base in addition to the financial information provided in this report.

The second government-wide financial statement is the *Statement of Activities*, which reports how the District's net position changed during the current fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the District's distinct activities or functions on revenues provided.

The government-wide financial statements are presented on pages 10 and 11 of this report.

#### **Fund Financial Statements**

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The District uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the District's most significant funds rather than the District as a whole. Major funds are separately reported while all others, if any, are combined into a single, aggregated presentation.

The District uses governmental funds as follows:

*Governmental funds* are reported in the fund financial statements and encompass the same function reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the District's governmental funds, including object classifications. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund operating statement provide a reconciliation to assist in understanding the differences between these two perspectives.

The basic governmental fund financial statements are presented on pages 14 through 17 of this report.

#### **Notes to the Financial Statements**

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin on page 18 of this report.

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Management's Discussion and Analysis (Continued)

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information including the management's discussion and analysis (page 1s through 6), and a budgetary comparison schedule for the general fund (page 28). The budgetary comparison schedule demonstrates compliance with the District's adopted and final budget.

As other supplementary information, the report also presents a schedule of compensation paid to board members (page 30) and a schedule of compensation, benefits and other payments to the chief executive officer (page 31). These schedules are required by Louisiana law.

**Financial Analysis of the District as a Whole**

The District's net position at December 31, 2019 was \$1,905,413, in comparison to its net position as of December 31, 2018 of \$1,852,404. The following table provides a summary of the District's net position:

	<u>2018</u>		<u>2019</u>	
<b>Assets:</b>				
Current assets	\$ 457,562	23%	\$ 377,376	20%
Other assets	13,750	1	16,130	1
Capital assets	<u>1,500,606</u>	<u>76</u>	<u>1,531,472</u>	<u>79</u>
<b>Total assets</b>	<b>1,971,918</b>	<b><u>100%</u></b>	<b>1,924,978</b>	<b><u>100%</u></b>
Deferred outflows of resources	-	-	-	-
<b>Total assets and deferred outflows of resources</b>	<b><u>1,971,918</u></b>		<b><u>1,924,978</u></b>	
<b>Liabilities:</b>				
Current liabilities	64,505	54%	19,565	100%
Long-term liabilities	<u>55,009</u>	<u>46</u>	-	-
<b>Total liabilities</b>	<b>119,514</b>	<b><u>100%</u></b>	<b>19,565</b>	<b><u>100%</u></b>
Deferred inflows of resources	-	-	-	-
<b>Total liabilities and deferred inflows of resources</b>	<b><u>119,514</u></b>		<b><u>19,565</u></b>	
<b>Net position:</b>				
Invested in capital assets, net of related debt	1,382,603	75%	1,531,472	80%
Restricted	115,639	6	-	-
Unrestricted	<u>354,162</u>	<u>19</u>	<u>373,941</u>	<u>20</u>
<b>Total net position</b>	<b><u>\$ 1,852,404</u></b>	<b><u>100%</u></b>	<b><u>\$ 1,905,413</u></b>	<b><u>100%</u></b>

The District continues to maintain a high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. The current ratio is 19.29 to 1 and 7.09 to 1 for 2019 and 2018, respectively.

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Management's Discussion and Analysis (Continued)

Note that approximately 80% of the governmental activities' net position is tied up in capital assets as of December 31, 2019. This compares with 75% as of December 31, 2018. The District uses these capital assets to provide services to its taxpayers.

Overall, the District reports net position of \$1,905,413 as of December 31, 2019, as compared with \$1,852,404 in net position as of December 31, 2018. This amounts to an increase in net position of \$53,009 in 2019 and a decrease of \$162,857 in 2018. The District's overall financial position improved during fiscal year 2019.

The following table provides a summary of the District's changes in net position:

	<u>2018</u>		<u>2019</u>	
<b>Revenues:</b>				
Program:				
Operating grants and contributions	\$ 28,674	12%	\$ 26,017	6%
Capital grants and contributions	-	-	217,977	51
General:				
Ad valorem taxes	210,604	85	173,981	40
Interest	1,096	-	973	-
Miscellaneous	<u>6,528</u>	<u>3</u>	<u>12,807</u>	<u>3</u>
Total revenues	246,902	<u>100%</u>	431,755	<u>100%</u>
<b>Expenses:</b>				
Program expenses:				
Fire-fighting and rescue	402,177	98%	374,612	99%
Interest on long-term debt	<u>7,582</u>	<u>2</u>	<u>4,134</u>	<u>1</u>
Total expenses	<u>409,759</u>	<u>100%</u>	<u>378,746</u>	<u>100%</u>
Change in net position	(162,857)		53,009	
Beginning net position	<u>2,015,261</u>		<u>1,852,404</u>	
Ending net position	<u>\$ 1,852,404</u>		<u>\$ 1,905,413</u>	

**Governmental Revenues**

The District is heavily reliant on property taxes to support its operations. Property taxes provided 40% of the District's revenues.

**Governmental Functional Expenses**

The total function of the District is fire fighting and rescue. The only non-functional cost is interest expense related to the then outstanding general obligation bonds and an equipment capital lease. Of the total cost, depreciation on the property and equipment was \$214,386 for 2019 or 57% of total expenses. Similarly, depreciation amounted to \$234,633 for 2018 or 57% of total expenses in 2018.

**Major Governmental Funds**

The General Fund is the District's primary operating fund and the largest source of day-to-day service delivery. The General Fund's fund balance increased by \$19,779 in 2019 and decreased by \$404,308 in 2018. In fiscal year 2019 revenues increased \$224,538 from 2018 primarily due to increases in intergovernmental income. Operating expenditures decreased by \$205,697 in 2019, primarily due to decreases in capital outlays.

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Management’s Discussion and Analysis (Continued)

The Debt Service Fund accumulates resources for the payment of long-term debt. The fund balance in the Debt Service Fund decreased by \$115,639 in 2019 after decreasing by \$26,251 in 2018. The decline was due to the property tax mileage reduction necessitated by the fact that the general obligation bonds were paid off in 2019.

**Budgetary Highlights**

*The General Fund* – When the original 2019 budget was adopted, it was anticipated that the total revenues were going to be more than the previous fiscal year’s final budget by \$210,476 primarily because of an increase in intergovernmental revenue. The original budget reflected an anticipated decrease in total expenditures of \$220,990 from the previous fiscal year’s final budget mainly due to a decrease in capital outlays. The budget was not amended. The most significant variances were in intergovernmental revenue and capital outlays.

**Capital Assets and Debt Administration**

*Capital Assets*

The District’s investment in capital assets, net of accumulated depreciation, was \$1,531,472 as of December 31, 2019, as compared with \$1,500,606 as of the previous year-end. See Note D for additional information about changes in capital assets during the fiscal year and the balance at the end of the year. The following table provides a summary of capital asset activity.

	<u>December 31</u>	
	<u>2018</u>	<u>2019</u>
Nondepreciable assets-land	\$ 110,050	\$ 110,050
Construction in Progress	-	-
Depreciable assets:		
Buildings	893,554	913,852
Equipment	497,390	666,645
Vehicles	<u>2,450,121</u>	<u>2,450,121</u>
Total depreciable assets	3,841,065	4,030,618
Less accumulated depreciation	<u>2,450,509</u>	<u>2,609,196</u>
Book value-depreciable assets	<u>\$1,390,556</u>	<u>\$1,421,422</u>
Percentage depreciated	<u>64%</u>	<u>65%</u>
Book value-all assets	<u>\$1,500,606</u>	<u>\$1,531,472</u>

*Long-Term debt*

At the end of the 2019 fiscal year, the District had no general obligation bonds outstanding, compared with \$112,437 outstanding as of December 31, 2018. The total amount of these obligations was secured by debt service fund revenue. During the years 2019 and 2018, the District retired \$112,437 and \$58,523, respectively, of the outstanding principal balance owed on the bonds. At year-end, the capital lease balance was \$0, with \$3,976 of the principal balance having been retired in 2019. See Note E for additional information regarding long-term debt.

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Management's Discussion and Analysis (Continued)

**Contacting the District's Financial Management**

This financial report is designed to provide a general overview of the District's finances, comply with finance-related laws and regulations, and demonstrate the District's commitment to public accountability. If you have any questions about this report or would like to request additional information, contact the District's Fire Chief, Blake LaFargue, at (337) 738-5900.



# ROYCE T. SCIMEMI, CPA, APAC



## CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 210

Oberlin, LA 70655

Tele (337) 639-4334, Fax (337) 639-4068

Member  
American Institute of  
Certified Public Accountants

Member  
Society of Louisiana  
Certified Public Accountants

## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

June 25, 2020

**Board of Commissioners**  
**Fire Protection District No. 4 of Allen Parish**  
Kinder, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and each major fund of Fire Protection District No. 4 of Allen Parish (District), a component unit of the Allen Parish Police Jury, as of and for the year ended December 31, 2019, and the related notes to the financial statements which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

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

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

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

**Required Supplementary Information.** Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (on pages 1-6) and the budgetary comparison schedule (on page 28), be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited or reviewed the required supplementary information and we do not express an opinion, a conclusion, nor provide any assurance on it.

**Other Supplementary Information.** The accompanying schedule of compensation, benefits and other payments to chief executive officer (on page 33) and the schedule of compensation paid to board members (on page 31) are presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on it.

Royce T. Scimemi, CPA, APAC

*Royce T. Scimemi, CPA, APAC*

## **BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)**

**Fire Protection District No. 4 of Allen Parish  
Kinder, Louisiana**

**Statement of Net Position  
December 31, 2019**

		<u>Primary Government</u>
		<u>Governmental Activities</u>
<b>ASSETS</b>		
Cash and interest-bearing deposits	\$	267,467
Ad valorem taxes receivable		109,855
Accrued interest receivable		54
Construction deposit		16,130
Land		110,050
Capital assets, net		1,421,422
<b>Total Assets</b>		<u><u>1,924,978</u></u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Aggregated deferred outflows		--
<b>Total Deferred Outflows of Resources</b>		<u><u>--</u></u>
<b>LIABILITIES</b>		
Accounts payable		19,001
Payroll taxes payable		564
<b>Total Liabilities</b>		<u><u>19,565</u></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Aggregated deferred inflows		--
<b>Total Deferred Inflows of Resources</b>		<u><u>--</u></u>
<b>NET POSITION</b>		
<i>Invested in capital assets, net of related debt</i>		1,531,472
<i>Unrestricted</i>		373,941
<b>Total Net Position</b>	<b>\$</b>	<u><u>1,905,413</u></u>

See accompanying notes.

**Fire Protection District No. 4 of Allen Parish  
Kinder, Louisiana**

**Statement of Activities  
For the Year Ended December 31, 2019**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Primary Government Governmental Activities</u>
<b>Primary Government Governmental Activities:</b>					
Fire fighting and rescue	\$ 374,612	\$ --	\$ 26,017	\$ 217,977	\$ (130,618)
Interest and fiscal charges	4,134	--	--	--	(4,134)
<b><i>Total Governmental Activities</i></b>	<b><u>\$ 378,746</u></b>	<b><u>\$ --</u></b>	<b><u>\$ 26,017</u></b>	<b><u>\$ 217,977</u></b>	<b><u>(134,752)</u></b>
		<b>General Revenues:</b>			
					173,981
					973
					12,807
					<u>187,761</u>
					<b>53,009</b>
					1,852,404
					<b><u>\$ 1,905,413</u></b>

See accompanying notes.

**FUND FINANCIAL STATEMENTS (FFS)**

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Major Fund Descriptions

**General Fund**

To account for resources traditionally associated with governments that are not required to be accounted for in another fund.

**Debt Service Fund**

To account for the accumulation of resources for and the payment of long-term debt.

**Fire Protection District No. 4 of Allen Parish  
Kinder, Louisiana**

**Balance Sheet  
Governmental Funds  
December 31, 2019**

	<b>General Fund</b>	<b>Debt Service Fund</b>	<b>Total Governmental Funds</b>
<b>ASSETS</b>			
Current Assets:			
Cash and interest-bearing deposits	\$ 267,467	\$ --	\$ 267,467
Ad valorem taxes receivable	109,855	--	109,855
Accrued interest receivable	54	--	54
Construction deposit	16,130	--	16,130
<b>Total Assets</b>	<b>393,506</b>	<b>--</b>	<b>393,506</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Aggregated deferred outflows	--	--	--
<b>Total Assets and Deferred Outflows of Resources</b>	<b>\$ 393,506</b>	<b>\$ --</b>	<b>\$ 393,506</b>
<b>LIABILITIES</b>			
Current Liabilities:			
Accounts payable	\$ 19,001	\$ --	\$ 19,001
Payroll taxes payable	564	--	564
<b>Total Liabilities</b>	<b>19,565</b>	<b>--</b>	<b>19,565</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Aggregated deferred inflows	--	--	--
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>19,565</b>	<b>--</b>	<b>19,565</b>
<b>FUND BALANCES</b>			
<i>Nonspendable</i>	16,130		16,130
<i>Unassigned</i>	357,811	--	357,811
<b>Total Fund Balances</b>	<b>373,941</b>	<b>--</b>	<b>373,941</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 393,506</b>	<b>\$ --</b>	<b>\$ 393,506</b>

See accompanying notes.



**Fire Protection District No. 4 of Allen Parish  
Kinder, Louisiana**

**Reconciliation of Governmental Funds Balance Sheet with the Statement of Net Position  
December 31, 2019**

Total Fund Balances - Governmental Funds	\$ 373,941
Fixed assets are capitalized in the Statement of Net Position and depreciated in the Statement of Activities. These are expensed when acquired in the Statement of Revenues, Expenditures, and Changes in Fund Balances.	1,531,472
<b>Total Net Position - Governmental Activities</b>	<b><u>\$ 1,905,413</u></b>

See accompanying notes.

Fire Protection District No. 4 of Allen Parish  
Kinder, Louisiana

**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended December 31, 2019**

	General Fund	Debt Service Fund	Total Governmental Funds
<b>Revenues</b>			
Ad valorem taxes, net	\$ 174,257	\$ (276)	\$ 173,981
Interest	849	124	973
Intergovernmental	243,994	--	243,994
Miscellaneous	12,807	--	12,807
<b>Total Revenues</b>	431,907	(152)	431,755
<b>Expenditures</b>			
Current:			
Advertising	1,015	--	1,015
Board compensation	1,300	--	1,300
Contract labor	305	--	305
Dues	875	--	875
Fuel	5,743	--	5,743
Insurance	31,095	--	31,095
Office supplies	6,275	--	6,275
Payroll taxes	3,267	--	3,267
Postage	133	--	133
Professional fees	8,110	--	8,110
Rent	300	--	300
Repairs and maintenance	39,727	--	39,727
Salaries	37,564	--	37,564
Secretary fees	2,912	--	2,912
Supplies	491	--	491
Training	6,831	--	6,831
Travel	308	--	308
Uniforms	2,067	--	2,067
Utilities	11,908	--	11,908
Capital outlay	245,252	--	245,252
Debt service:			
Interest and fiscal charges	1,263	4,461	5,724
Principal retirement	3,976	112,437	116,413
<b>Total Expenditures</b>	410,717	116,898	527,615
 <b>Excess (Deficit) of Revenues Over (Under) Expenditures</b>	 21,190	 (117,050)	 (95,860)
 <b>Other Financing Sources (Uses)</b>			
Transfers	(1,411)	1,411	--
<b>Net Other Financing Sources (Uses)</b>	(1,411)	1,411	--
 <b>Net Change in Fund Balances</b>	 19,779	 (115,639)	 (95,860)
<i>Fund Balances at Beginning of Period</i>	354,162	115,639	469,801
<b>Fund Balances at End of Period</b>	\$ 373,941	\$ --	\$ 373,941

See accompanying notes.

**Fire Protection District No. 4 of Allen Parish  
Kinder, Louisiana**

**Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and  
Changes in Fund Balances with the Statement of Activities**

**For the Year Ended December 31, 2019**

Total Net Change in Fund Balances - Governmental Funds	\$ (95,860)
Fixed assets are expensed as capital outlay in governmental fund statements, but capitalized as fixed assets in Statement of Net Position.	245,252
Principal payments on long-term are expensed in governmental fund statements, but treated as reductions of outstanding debt in entity-wide statements.	116,413
Depreciation expense reflected in entity-wide statements, but not reflected in governmental fund statements.	(214,386)
Accrued interest expense is included in Statement of Activities, but only expensed as paid in governmental fund statements.	1,590
<b>Changes in Net Position - Governmental Activities</b>	<b><u>\$ 53,009</u></b>

See accompanying notes.

## FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Notes to the Financial Statements  
December 31, 2019

### INTRODUCTION

Fire Protection District No. 4 of Allen Parish was created under the provisions of Louisiana Revised Statutes 40:1491-1510 for the purpose of providing fire protection for the citizens of District 4 of Allen Parish. The district is governed by a board of commissioners composed of five members appointed by the Allen Parish Police Jury.

### NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of Fire Protection District No. 4 of Allen Parish have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

#### 1. Financial Reporting Entity

As the governing authority of the parish, for reporting purposes, the Allen Parish Police Jury is the financial reporting entity for Allen Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 14 established criteria for determining which component units should be considered part of the Allen Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization, and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury appoints all members to the governing body and has the ability to impose its will on the District, the District was determined to be a component unit of the Allen Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Notes to the Financial Statements (Continued)  
December 31, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

maintained by the District and do not present any information on the Allen Parish Police Jury, the general government services provided by the police jury, or the other governmental units that comprise the police jury. The District itself has no component units.

2. Basis of Presentation

The accompanying basic financial statements of the District have been prepared in conformity with GAAP. The accompanying basic financial statements have also been prepared in conformity with GASB Statement 34, "Basic Financial Statements-and Management's Discussion and Analysis-For State and Local Governments", issued in June 1999.

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the District as a whole. These statements include all the financial activities of the District. The sole function of the District is fire-fighting and rescue. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchanges occur (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, "Accounting and Financial Reporting for Nonexchange Transactions."

The statement of activities presents a comparison between direct expenses and program revenues for each of the functions of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements (FFS)

The District uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain District functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The two funds of the District are classified into one category: governmental. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the District or its total assets, liabilities, revenues or expenditures are at least 10% of the corresponding total for all governmental funds. The major funds of the District are described below:

Governmental Fund Types:

General Fund –

The General Fund is the general operating fund of the District. All financial resources, except those required to be accounted for in another fund, are accounted for in the General Fund.

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Notes to the Financial Statements (Continued)  
December 31, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Debt Service Fund –

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

3. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements.

On the government-wide statement of net position and statement of activities, the governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), and financial position. All assets and liabilities (whether current or non-current) associated with their activities are reported. Equity is classified as net position.

The amounts reflected in the governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of District operations.

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied. In the government-wide statement of net position and statement of activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

The amounts reflected in the governmental funds use the modified accrual basis of accounting. Revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes are recorded in the year taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent after December 31. The taxes are generally collected in December, January, and February of the fiscal year. The government considers property taxes as available if they are collected within 60 days after year-end. Property taxes not paid by the end of February are subject to lien. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Those revenues susceptible to accrual are property taxes, intergovernmental revenue, grants, and interest.

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Notes to the Financial Statements (Continued)  
December 31, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Expenditures

In the fund financial statements expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year. Capital expenditures are regarded as expenditures at the time purchased.

4. Deposits

Deposits include amounts in demand deposits, interest-bearing demand deposits, and time deposits as well as those investments with a maturity date of 90 days or less. Louisiana Revised Statute 33:2955 authorizes the District to invest in obligations of the U.S. Treasury or U.S. government agencies, time certificates of deposit of any banks domiciled in or have a branch office in Louisiana or any other federally insured investment. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc. (LAMP), a non-profit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana. LAMP generates a local government investment pool.

These deposits are stated at cost, which approximates market.

5. Accounts Receivable

Uncollectible amounts due for ad valorem taxes and other receivables of governmental funds are recognized as bad debts at the time information becomes available which would indicate that the particular receivable is not collectible.

6. Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of moneys are recorded in order to reserve that portion of applicable appropriations is not employed by the District as an extension of formal budgetary integration in the funds.

7. Budget

A general fund budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. On or before December 15 of each year, the budget is prepared by function and activity, based on information from the past year and current year estimates for the next fiscal year. The proposed budget is presented to the District's Board of Commissioners for review. The board holds a public hearing and adopts the budget before the end of the fiscal year preceding the budget year. Any changes in the budget must be within the revenues and reserves estimated. The final budget for 2019 consists of the original budget adopted October 25, 2018, which was not amended.

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Notes to the Financial Statements (Continued)  
December 31, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

8. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair value at the date of donation. The District maintains a threshold level of \$1,500 or more for capitalizing capital assets. Capital assets are recorded in the statement of net position. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over the following useful lives:

	<u>Estimated Useful Lives</u>
Buildings	30 Years
Equipment	5-20 Years
Vehicles	10-20 Years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

9. Equity Classification

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

- a. Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that does not meet the definition of “restricted” or “invested in capital assets, net of related debt”.

When an expenditure is incurred for which both restricted and unrestricted net position is available, the District’s policy is to consider the restricted funds having been spent first.

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified follows:

- a. Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.



FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Notes to the Financial Statements (Continued)  
December 31, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- b. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments.
- c. Committed – amounts that can be used for specific purposes determined by a formal action of the Board. The Board is the highest level of decision-making authority for the District. Commitments may be established, modified, or rescinded only through resolutions approved by the Board.
- d. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Board's adopted policy, only board members may assign amounts for specific purposes.
- e. Unassigned – all other spendable amounts.

When an expenditure is incurred for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure has been incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the District has provided otherwise in its commitment or assignment actions.

10. Use of Estimates

The preparation of financial statements in accordance with GAAP requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

11. Long-Term Debt

All long-term debts to be repaid from governmental resources are reported as liabilities in the government-wide statements.

Long-term debts for governmental funds are not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payments of principal and interest are reported as expenditures.

12. Subsequent Events

Management has evaluated subsequent events through June 25, 2020, the date the financial statements were available to be issued.

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Notes to the Financial Statements (Continued)  
December 31, 2019

NOTE B – CASH AND INTEREST BEARING DEPOSITS

As of December 31, 2019, the District had cash and interest-bearing deposits (book balances) totaling \$267,467. Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or the collateral securities that are in the possession of an outside party. Under state law, these deposits (or resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. At December 31, 2019, the District had \$279,829 in deposits (collected bank balances) secured as follows:

Federal deposit insurance	\$ 279,829
Pledged securities (Category 3)	<u>          -</u>
Total	<u>\$ 279,829</u>

Pledged securities in Category 3 includes uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the District's name. Even though the pledged securities are considered uncollateralized (Category 3), Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities after being notified by the District that the fiscal agent has failed to pay deposited funds upon demand.

NOTE C – AD VALOREM TAXES

For the year ended December 31, 2019, taxes of 6.92 mills were levied on property with taxable assessed valuations totaling \$26,298,130 and were dedicated as follows:

Maintenance millage expiring December 31, 2022	6.92 mills
--	------------

Total taxes levied were \$181,983. Total taxes collected were \$213,295.

Property tax millage rates are adopted before November for the calendar year in which the taxes are levied and recorded. All taxes are due and collectible when the assessment rolls are filed on or before November 15<sup>th</sup> of the current year, and become delinquent after December 31<sup>st</sup>. Property taxes not paid by the end of February are subject to lien.

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Notes to the Financial Statements (Continued)  
December 31, 2019

NOTE D – CAPITAL ASSETS

A summary of changes in capital assets follows:

	12/31/18			12/31/19
	<u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u>
Capital assets not being depreciated:				
Land	\$ 110,050	\$ -	\$ -	\$ 110,050
Other capital assets:				
Buildings	893,554	20,298	-	913,852
Equipment	497,390	224,954	55,699	666,645
Vehicles	<u>2,450,121</u>	-	-	<u>2,450,121</u>
Total	3,951,115	245,252	55,699	4,140,668
Less: accumulated depreciation:				
Buildings	364,588	34,844	-	399,432
Equipment	314,940	51,798	55,699	311,039
Vehicles	<u>1,770,981</u>	<u>127,744</u>	-	<u>1,898,725</u>
Total	<u>2,450,509</u>	<u>214,386</u>	<u>55,699</u>	<u>2,609,196</u>
Net capital assets	<u>\$1,500,606</u>	<u>\$ 30,866</u>	<u>\$ 55,699</u>	<u>\$1,531,472</u>

Depreciation expense in the amount of \$214,386 was charged to fire-fighting and rescue in 2019. New assets consisted of the newly constructed training facility, a copy machine, two television sets and fire-fighting equipment.

NOTE E – GENERAL LONG-TERM DEBT

1. Debt Outstanding

Bonds payable at December 31, 2019 are comprised of the following issue:

\$865,000 general obligation bonds dated September 4, 2009, originally due in annual installments of \$65,783 through September 4, 2026; interest at 4.375% (this issue secured by levy and collection of ad valorem taxes) \$ -

Capital lease payable consists of the following:

\$4,737 equipment capital lease dated January 10, 2018, payable in 60 monthly installments of \$117.55 from February 20, 2018 through January 20, 2023 with interest at 18% and a \$1 purchase option available at the end of the lease; the lease is secured by a purchase money security interest in the financed copy machine -

Total debt outstanding at December 31, 2019 \$ -

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Notes to the Financial Statements (Continued)  
December 31, 2019

The following is a summary of the long-term debt transactions during the year:

Long-term debt payable at December 31, 2018	\$ 116,413
Additions:	-
Reductions: defeased principal payment	<u>(116,413)</u>
Long-term debt payable at December 31, 2019	\$ <u>      -</u>

NOTE F – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

**REQUIRED SUPPLEMENTARY INFORMATION**

**Fire Protection District No. 4 of Allen Parish  
Kinder, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual  
General Fund  
For the Year Ended December 31, 2019**

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance
	<u>Original</u>	<u>Final</u>		Favorable (Unfavorable) Final to Actual
<b>Revenues</b>				
Ad valorem taxes, net	\$ 178,000	\$ 178,000	\$ 174,257	\$ (3,743)
Interest	1,000	1,000	849	(151)
Intergovernmental	210,476	210,476	243,994	33,518
Miscellaneous	1,000	1,000	3,738	2,738
Insurance proceeds	--	--	9,069	9,069
<b>Total Revenues</b>	<b>390,476</b>	<b>390,476</b>	<b>431,907</b>	<b>41,431</b>
<b>Expenditures</b>				
Current:				
Advertising	1,000	1,000	1,015	(15)
Board compensation	1,560	1,560	1,300	260
Contract labor	--	--	305	(305)
Dues	800	800	875	(75)
Fuel	6,500	6,500	5,743	757
Insurance	35,000	35,000	31,095	3,905
Office supplies	1,450	1,450	6,275	(4,825)
Payroll taxes	2,800	2,800	3,267	(467)
Postage	200	200	133	67
Professional fees	8,500	8,500	8,110	390
Rent	4,500	4,500	300	4,200
Repairs and maintenance	35,700	35,700	39,727	(4,027)
Salaries	34,000	34,000	37,564	(3,564)
Secretary fees	5,000	5,000	2,912	2,088
Supplies	6,500	6,500	491	6,009
Training	8,000	8,000	6,831	1,169
Travel	500	500	308	192
Uniforms	1,000	1,000	2,067	(1,067)
Utilities	10,000	10,000	11,908	(1,908)
Capital outlay	221,000	221,000	245,252	(24,252)
Debt service:				
Interest and fiscal charges	--	--	1,263	(1,263)
Principal retirement	--	--	3,976	(3,976)
<b>Total Expenditures</b>	<b>384,010</b>	<b>384,010</b>	<b>410,717</b>	<b>(26,707)</b>
<b>Other Financing Uses</b>				
Transfers	--	--	1,411	(1,411)
<b>Total Expenditures and Other Financing Uses</b>	<b>384,010</b>	<b>384,010</b>	<b>412,128</b>	<b>(28,118)</b>
<b>Excess (Deficiency) of Revenues and Other Sources Over (Under)</b>				
<b>Expenditures and Other Uses</b>	<b>6,466</b>	<b>6,466</b>	<b>19,779</b>	<b>13,313</b>
<b>Net Change in Fund Balance</b>	<b>6,466</b>	<b>6,466</b>	<b>19,779</b>	<b>13,313</b>
<i>Fund Balance at Beginning of Period</i>	<i>354,162</i>	<i>354,162</i>	<i>354,162</i>	<i>--</i>
<b>Fund Balance at End of Period</b>	<b>\$ 360,628</b>	<b>\$ 360,628</b>	<b>\$ 373,941</b>	<b>\$ 13,313</b>

See accompanying notes.

**OTHER SUPPLEMENTARY INFORMATION**

FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Schedule of Compensation Paid to Board Members

Year Ended December 31, 2019

Roger D. McGee Jr., President	\$330
Voorhies Leger	480
Mike Smith	310
Mark Kelly	-
Jacob Lacour, Secretary/Treasurer	<u>3,362</u>
Total Compensation Paid to Board Members	<u>\$4,482</u>

See accompanying notes.



FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Schedule of Compensation, Benefits and Other Payments to  
Chief Executive Officer

Year Ended December 31, 2019

Chief Executive Officer: Blake LaFargue, Fire Chief

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 24,000
Benefits-insurance	-0-
Benefits-retirement	-0-
Benefits-cell phone	480
Car allowance	-0-
Vehicle provided by government	-0-
Per diem	-0-
Reimbursements	-0-
Travel	-0-
Registration fees	-0-
Conference travel	70
Continuing professional education fees	-0-
Housing	-0-
Unvouchered expenses	-0-
Special meals	-0-
Other -- Dues	25

See accompanying notes.

# ROYCE T. SCIMEMI, CPA, APAC



## CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 210  
Oberlin, LA 70655  
Tele (337) 639-4334, Fax (337) 639-4068

Member  
American Institute of  
Certified Public Accountants

Member  
Society of Louisiana  
Certified Public Accountants

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

June 25, 2020

**Board of Commissioners**  
**Fire Protection District No. 4 of Allen Parish**  
Kinder, Louisiana

We have performed the procedures enumerated below, which were agreed to by management of Fire Protection District No. 4 of Allen Parish (the "District") and the Louisiana Legislative Auditor (the specified parties), on the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2019, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The District's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

### *Public Bid Law*

1. Obtain documentation for all expenditures made during the year for material and supplies exceeding \$30,000, and public works exceeding \$157,700. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were two expenditures made during the year for materials and supplies exceeding \$30,000, and no expenditures made during the year for public works exceeding \$157,700. We examined documentation which indicated that the expenditures for materials and supplies had been properly advertised, bid, and accepted in accordance with the provisions of R.S. 38:2211-2296.

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

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

Management provided us with the requested information.

3. Obtain a list of all employees paid during the fiscal year.

Management provided us with the requested information.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list of employees provided by management [agreed-upon procedure (3)] appeared on the list provided by management in agreed-upon procedure (2) as immediate family members.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided us with the requested information. None of the business of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

#### *Budgeting*

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

Management provided us with a copy of the original budget. Management represented that there were no amendments to the budget during the year.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

We traced the adoption of the original budget to the minutes of a meeting held on October 25, 2018, which indicated that the commissioners had adopted the budget unanimously.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% or more in total).

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Budgeted revenues did not exceed actual revenues by 5% or more. Actual expenditures exceeded budgeted expenditures by 5% or more.

*Accounting and Reporting*

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

(a) Report whether the six disbursements agree to the amount and payee in the supporting documentation,

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

(b) Report whether the six disbursements are coded to the correct fund and general ledger account.

All of the payments were properly coded to the correct fund and general ledger account.

(c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

The payments received proper approvals.

*Meetings*

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

Management represented that the District is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office with such posting to be at least 24 hours in advance of the meeting. We found evidence of compliance.

*Debt*

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

We scanned copies of all bank deposits for the fiscal year, and noted no deposits which appear to be proceeds of bank loans, bonds, or like indebtedness.

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

We scanned payroll disbursements and read the minutes of the District's board of commissioners for the fiscal year. We found no payments to employees that would constitute bonuses, advances, or gifts.

*Advances and Bonuses*

*State Audit Law*

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The agency provided for a timely report in accordance with R.S. 24:513.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The agency was in compliance with R.S. 24:513. Management represented that the District entered into two contracts during the fiscal year that was subject to the public bid law for materials and supplies over \$30,000. We traced them to the proper advertisements and acceptance of the lowest responsible bidders and therefore appear to be in compliance with R.S. 39:72.1 A (2).

*Prior Comments and Recommendations*

15. Review any prior year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

Our prior year report, dated June 27, 2019, included two comments concerning: 1) Inadequate Segregation of Duties, and 2) Failure to obtain State Bond Commission approval on a capital lease. Inadequate segregation of duties is unavoidable in a small District and no capital leases were entered into during the fiscal year.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's compliance with the foregoing matters. 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.

The purpose of this report is solely to describe the scope of testing performed on the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Government Audit Guide, 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 Louisiana Legislative Auditor as a public document.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 4

*Kinder, Allen Parish, Louisiana*

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Governmental Agencies)**

5-19, 2020  
(Date Transmitted)

Royce T. Scimemi, CPA, APAC  
Attention: Mr. Royce T. Scimemi  
Post Office Box 210  
Oberlin, LA 70655

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2019 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

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

Yes [] No [ ]

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

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

Yes [] No [ ]

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

Yes [] No [ ]

**Budgeting**

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

Yes [] No [ ]

**Accounting and Reporting**

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

Yes [] No [ ]

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

Yes [] No [ ]

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

Yes [] No [ ]

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes [] No [  ]

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

Yes [] No [  ]

### Meetings

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

Yes [] No [  ]

### Debt

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

Yes [] No [  ]

### Advances and Bonuses

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

Yes [] No [  ]

### Prior-Year Comments

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

Yes [] No [  ]

### General

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

Yes [] No [  ]

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

Yes [] No [  ]

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

Yes [] No [  ]

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

Yes [] No [  ]

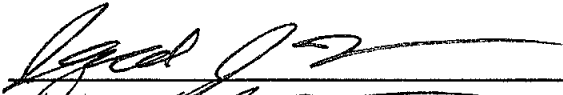
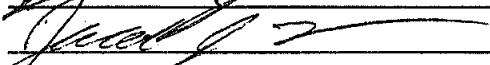
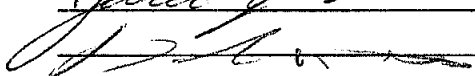
We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period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

Yes [] No [  ]

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

Yes [] No [  ]

The previous responses have been made to the best of our belief and knowledge.

	Secretary	<u>5-20-20</u>	Date
	Treasurer	<u>5-20-20</u>	Date
	President	<u>5-20-2020</u>	Date



FIRE PROTECTION DISTRICT NO. 4 OF ALLEN PARISH

Schedule of Findings and Responses  
Year Ended December 31, 2019

1. Summary of Accountants' Results:

- a) Accountants issued a review report on the financial statements.
- b) The attestation procedures yielded evidence of one noncompliance pertaining to the budget.

2. Findings Related to the Financial Statements Which Are Required to be Reported in Accordance with Generally Accepted Governmental Auditing Standards:

**Findings – Financial Statement Review**

*Finding #2019-1 I/C:*

*Inadequate Segregation of Duties*

Criteria: Because of the lack of a large staff, more specifically accounting personnel, there is insufficient segregation of duties necessary for proper controls. We do note that this situation is inherent in most entities of this type and is difficult to resolve due to the funding limitations of the District. This was also a prior year finding.

Cause: Lack of a large staff.

Effect: Possible inadequate segregation of duties.

Recommendation: The board continue to take an active interest in the review of all of the financial information.

Response: The District will not change staff levels.

*Finding #2019-2 C:*

*Local Governmental Budget Act Compliance*

Criteria: The general fund's budgeted expenditures were exceeded by actual expenditures by 5% or more.

Cause: Capital outlay expenditures were not identified during the budget process.

Effect: Possible violation of the Louisiana Local Governmental Budget Act.

Recommendation: Closely monitor the budget and annualize interim expenditures in calculating original and amended budgets.

Response: The District will monitor capital outlay expenditures closely when preparing budgets.

3. Findings and Questioned Costs for Federal Awards:

N/A