

ST. LANDRY PARISH FIRE PROTECTION  
DISTRICT NO. 1

FINANCIAL REPORT

DECEMBER 31, 2019



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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners  
St. Landry Parish Fire Protection District No. 1  
Krotz Springs, Louisiana

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities of St. Landry Parish Fire Protection District No. 1 as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Fire District's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

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

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the St. Landry Parish Fire Protection District No. 1, as of December 31, 2019, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

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

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

### ***Supplementary and Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements of the St. Landry Parish Fire Protection District No. 1. The accompanying schedule of compensation, benefits, and other payments to agency head, as listed in the table of contents, as required by the State of Louisiana, is presented for purposes of additional analysis and is not a required part of the financial statements.

The schedule of compensation, benefits, and other payments to agency head 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. Such 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of

compensation, benefits, and other payments 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 May 11, 2020, on our consideration of the St. Landry Parish Fire Protection District No. 1'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 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 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 St. Landry Parish Fire Protection District No. 1's internal control over financial reporting and compliance.

*Vige, Tujague & Noël*

Vige, Tujague & Noël, CPA's  
Eunice, Louisiana  
May 11, 2020

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS  
(GWFS)



ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
 Statements of Net Position  
 December 31, 2019

ASSETS

Cash and equivalents	\$ 2,232,990
Property tax receivable	1,111,326
Revenue sharing receivable	14,158
Prepaid insurance	30,755
Capital assets, net	<u>1,305,879</u>
Total assets	<u>4,695,108</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows related to pensions	<u>261,997</u>
---------------------------------------	----------------

LIABILITIES

Current Liabilities:

Accounts payable	<u>37,005</u>
Total current liabilities	<u>37,005</u>

Noncurrent Liabilities:

Net pension liability	<u>1,000,541</u>
Total noncurrent liabilities	<u>1,000,541</u>
Total liabilities	<u>1,037,546</u>

DEFERRED INFLOWS OF RESOURCES

Deferred inflows related to pensions	<u>85,620</u>
--------------------------------------	---------------

Net Position:

Investments in capital, net of related debt	1,305,879
Unrestricted	<u>2,528,060</u>
Total net position	<u><u>\$ 3,833,939</u></u>

The accompanying notes are an integral part of the basic financial statements.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
 Statements of Activities  
 For the Year Ended December 31, 2019

Activities	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Fees, Fines, and Charges for Services	Capital and Operating Grants	Governmental Activities
Governmental activities:				
General government				
Public safety	\$ 1,086,981	\$ -	\$ -	\$ (1,086,981)
Total governmental activities	<u>\$ 1,086,981</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(1,086,981)</u>

General revenues:

Taxes

Property taxes	1,118,776
Revenue sharing	14,125
Fire insurance tax	7,847
State supplemental pay	42,000
Pension subsidy	36,159
Nonemployer pension contributions	42,834
Miscellaneous	34
Interest earnings	6,388
Dividend from LWCC	47,701
Total general revenues	<u>1,315,864</u>

Change in net position 228,883

Net Position - December 31, 2018 3,605,056

Net Position - December 31, 2019 \$ 3,833,939

The accompanying notes are an integral part of the basic financial statements.

FUND FINANCIAL STATEMENTS

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
 Balance Sheet  
 Governmental Fund  
 December 31, 2019

ASSETS

Cash and cash equivalents	\$ 2,232,990
Property taxes receivable, net	1,111,326
Revenue sharing receivable	<u>14,158</u>
Total assets	<u><u>\$ 3,358,474</u></u>

LIABILITIES AND FUND BALANCES

Deferred inflows of resources:	
Unavailable revenues - property taxes	\$ 28,204
Total deferred inflows of resources	<u>28,204</u>
Liabilities:	
Accounts payable	6,241
Accrued liabilities	23,329
Retirement payable	<u>7,435</u>
Total liabilities	<u>37,005</u>
Fund balances:	
Unassigned	<u>3,293,265</u>
Total fund balances	<u>3,293,265</u>
Total liabilities and fund balances	<u><u>\$ 3,358,474</u></u>

The accompanying notes are an integral part of the basic financial statements.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
 Reconciliation of the Governmental Funds Balance Sheet  
 to the Statement of Net Position  
 December 31, 2019

Total fund balance for governmental fund at December 31, 2019		\$ 3,293,265
Total net assets reported for governmental activities in the statement of net position is different because:		
The statement of net position reports receivables at their net value. However, receivables not available to pay for current period expenditures are deferred in governmental funds.		
Property tax		28,204
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Cost of capital assets at December 31, 2019	\$ 2,770,741	
Less: Accumulated depreciation	<u>(1,464,862)</u>	1,305,879
Amounts related to pension recognition are not due and payable in the current period and, therefore, are not reported in the funds		
		(824,164)
Prepaid insurance		<u>30,755</u>
Total net position of governmental activities at December 31, 2019		<u><u>\$ 3,833,939</u></u>

The accompanying notes are an integral part of the basic financial statements.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
Statement of Revenues, Expenditures,  
and Changes in Fund Balance - Governmental Fund  
For the Year Ended December 31, 2019

Revenues:	
Taxes:	
Ad valorem	\$ 1,109,010
Intergovernmental:	
State revenue sharing	14,125
Fire insurance rebate	7,847
State supplemental pay	42,000
Pension subsidy	36,159
Interest earnings	6,388
Dividend from LWCC	47,701
Miscellaneous	34
	<hr/>
Total Revenues	1,263,264
	<hr/>
Expenditures:	
Current - public safety	
Board per diem	4,400
Salaries	412,315
Benefits	257,473
Equipment costs	49,052
Occupancy costs	28,484
Insurances	55,764
Pension deduction	33,789
Office and administration	30,647
Rescue runs, standby and volunteer	9,215
Capital outlay	39,930
Debt service:	
Principal	40,000
Interest	860
	<hr/>
Total Expenditures	961,929
	<hr/>
Excess of revenues over (under) expenditures	301,335
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Fund balance, beginning	2,991,930
	<hr/>
Fund balance, ending	\$ 3,293,265
	<hr/> <hr/>

The accompanying notes are an integral part of the basic financial statements.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
 Reconciliation of the Statement of Revenues, Expenditures, and  
 Changes in Fund Balances of Governmental Funds to  
 the Statement of Activities  
 For the Year Ended December 31, 2019

Total net changes in fund balance at December 31, 2019 per Statement of Revenues, Expenditures and Changes in Fund Balances		\$ 301,335
The change in net position reported for governmental activities in the statement of activities is different because:		
Governmental funds defer revenues that do not provide current financial resources. However, the Statement of Activities recognizes such revenues at their net realizable value when earned, regardless of when received.		
Property tax		9,766
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.		
Capital outlay which is considered expenditures on the Statement of Revenues, Expenditures and Changes in Fund Balances	\$ 39,930	
Depreciation expense for the year ended December 31, 2019	<u>(92,866)</u>	(52,936)
Repayment of long-term debt principal is considered an expenditure in the governmental funds, but their repayment reduces long-term liabilities in the statement of net position.		
		40,000
Bond issue cost are included in the change in net position as they are amortized over the life of the debt. They are included in Fund Balance when due.		
		(4,573)
Net effect of pension liability recognition		
		(67,870)
Difference in prepaid insurance between modified accrual basis and accrual basis		
		<u>3,161</u>
Total changes in net position at December 31, 2019 per Statement of Activities		<u>\$ 228,883</u>

The accompanying notes are an integral part of the basic financial statements.

# ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

## Notes to Financial Statements

### **INTRODUCTION**

The entity being reported on is the St. Landry Parish Fire Protection District No. 1, which is a component unit of the St. Landry Parish Government. The financial report includes all funds over which the District exercises oversight responsibility. This responsibility includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters.

The District was created by the St. Landry Parish Police Jury as authorized by Louisiana Revised Statute 40:1496. The District is governed by a Board of Commissioners, which consists of five commissioners. Two commissioners are appointed by the parish governing authority, two by the governing body of the municipal corporation in the District, and the fifth is selected by the other four members and serves as chairman.

The District was established for the purpose of acquiring, maintaining, and operating buildings, machinery, equipment, water tanks, water hydrants and water lines, and any other things necessary to provide proper fire prevention and control to the property within the District.

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **A. Government-wide and Fund Financial Statements**

The government financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the St. Landry Parish Fire Protection District No. 1. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.



## ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

### Notes to Financial Statements

#### **B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The St. Landry Parish Fire Protection District No. 1 reports the following governmental fund:

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

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the entity's policy to use restricted resources first, then unrestricted resources as they are needed.

#### **C. Deposits and Investments**

The entity's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the St. Landry Parish Fire Protection District No. 1's investment policy allow the entity to invest in collateralized certificates of deposits, government-backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government-backed securities. Investments are reported at fair value.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Note to Financial Statements

**D. Receivables and Payables**

The District's property tax is levied each November 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the District. Property taxes are due on November 1 and become delinquent by January 1 of the following year. The St. Landry Parish Sheriff bills, collects, and distributes the property taxes for the District using the assessed values determined by the Tax Assessor of St. Landry Parish.

The millage assessed by the District in 2019 was 21.95 mills.

Uncollectible amounts due for property tax receivables are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. The allowance for uncollectible accounts totaled \$6,660 at December 31, 2019.

Property taxes receivable for the governmental fund types, which have been remitted within 60 days subsequent to year end, are considered measurable and available and recognized as revenues. All other property taxes are offset by deferred property tax inflows of resources and accordingly, have not been recorded as revenue.

There were no interfund receivables/payables at December 31, 2019.

**E. Capital Assets**

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The St. Landry Parish Fire Protection District No. 1 capitalizes all capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. The District maintains a threshold level of \$500 or more for capitalizing capital assets.

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

<u>Description</u>	<u>Estimated Lives</u>
Land improvements	20 years
Buildings and building improvements	15-60 years
Furniture and fixtures	5-10 years
Equipment and fire trucks	5-60 years

# ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

## Notes to Financial Statements

### **E. Capital Assets - Continued**

Interest costs incurred on fixed assets, if any, are not capitalized.

### **F. Compensated Absences**

No accrual has been made for vacation or sick pay due to the insignificance of the amounts involved.

### **G. Long-term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

### **H. Equity Classifications**

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 balance of any bonds, mortgages, notes, or other borrowing 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 do not meet the definition of “restricted: or “invested in capital assets, net of related debt.”

# ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

## Notes to Financial Statements

### H. Equity Classifications - Continued

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

*Restricted fund balance.* This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed fund balance.* These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the fire district's board – the government's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the board removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned fund balance.* This classification reflects the amounts constrained by the fire district's "intent" to be used for specific purposes but are neither restricted nor committed. The fire district's board and management have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

*Unassigned fund balance.* This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers the 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.

# ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

## Notes to Financial Statements

### **I. Deferred Outflows of Resources and Deferred Inflows of Resources**

In some instances, the GASB required a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

### **J. Estimates**

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

## **2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

### **Budget Information**

The District adopts an annual budget for the General Fund. The annual budget is prepared on the GAAP basis of accounting. The Board adopts its budget prior to the beginning of the fiscal year. Any revisions that alter total revenues or expenditures must be approved by the Board. Prior to year-end, the Board adopts an amended budget approving such additional revenues or expenditures. Any budgetary appropriations lapse at the end of each fiscal year.

The District adopted a budget for calendar year 2019.

The St. Landry Parish Fire Protection District No. 1 did not have actual expenditures over budgeted appropriations or actual revenues under budgeted appropriations for the year ended December 31, 2019 by greater than 5%.

The Fire District did not have a deficit fund balance at December 31, 2019.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Notes to Financial Statements

**3. CASH AND INVESTMENTS**

At December 31, 2019, the Fire District had cash, interest-bearing deposits, and investments as follows:

	<u>Bank Balance</u>	<u>Book Balance</u>
Demand deposits		
Non-interest-bearing- St Landry Bank	\$ 1,838,726	\$ 1,838,359
Interest-bearing deposits- St. Landry Bank	363,592	363,592
LAMP	30,539	30,539

Under state law, these deposits in financial institutions must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must, at all times, be equal to the amount on deposit with the bank. At December 31, 2019, deposits in financial institutions were fully secured by federal deposit insurance in the amount of \$250,000, and the market value of securities pledged in the District's name in the amount of \$2,599,429.

Pledged securities in Category 3 include 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 within 10 days of being notified by the District that the fiscal agent had failed to pay deposited funds upon demand.

In accordance with GASB Codification Section 150.165, the investment in LAMP is not categorized in the three risk categories provided by GASB Codification Section 150.164 because the investment is in the pool of funds and thereby not evidenced by securities that exist in physical or book entry form. LAMP is administered by LAMP, Inc.; a nonprofit corporation organized under the laws of the state of Louisiana, and is governed by a board of directors comprised of representatives from various local governments and statewide professional organizations. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2a7, which governs registered money market funds. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Notes to Financial Statements

**3. CASH AND INVESTMENTS - (Continued)**

The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the United States Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. The fair market value of investments is determined on a weekly basis to monitor any variances between amortized cost and market value.

The fair value of the District's investment in LAMP is the same as the value of the pooled shares. Normally, investments are required to be reported at fair value. For purposes of determining participants' shares, investments are valued at amortized cost. Investments in an external investment pool can be reported at amortized cost if the external investment pool operates in a manner consistent with the Security Exchange Commission's (SEC's) Rule 2a7. LAMP is an external investment pool that operates in a manner consistent with SEC Rule 2a7. LAMP is designed to be highly liquid to give its participants immediate access to their account balances.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Notes to Financial Statements

**4. CAPITAL ASSETS**

Capital asset balances and activity for the year ended December 31, 2019 are as follows:

	Balance 12/31/2018	Additions	Deletions	Balance 12/31/2019
Capital assets not being depreciated:				
Land	\$ 74,000	\$ -	\$ -	\$ 74,000
Other capital assets:				
Land improvements	2,313	-	-	2,313
Buildings	844,977	-	-	844,977
Equipment	1,782,662	39,930	-	1,822,592
Furniture and fixtures	19,994	-	-	19,994
Buildings, land and improvements	6,865	-	-	6,865
Totals	<u>2,730,811</u>	<u>39,930</u>	<u>-</u>	<u>2,770,741</u>
Less accumulated depreciation				
Land improvements	1,902	116	-	2,018
Buildings	326,438	19,404	-	345,842
Equipment	1,021,739	72,632	-	1,094,371
Furniture and fixtures	19,229	256	-	19,485
Buildings, land and improvements	2,688	458	-	3,146
Total accumulated depreciation	<u>1,371,996</u>	<u>92,866</u>	<u>-</u>	<u>1,464,862</u>
Net capital assets	<u>\$ 1,358,815</u>	<u>\$ (52,936)</u>	<u>\$ -</u>	<u>\$ 1,305,879</u>

**5. ON-BEHALF PAYMENTS**

The State of Louisiana paid the District's firefighters supplemental pay of \$42,000. These amounts are included in the accompanying financial statements as revenues and expenditures.

**6. COMPENSATION OF BOARD MEMBERS**

Members of the District's Board of Commissioners receive a per diem of \$80 per meeting attended. Total Board per diem paid for the year ended December 31, 2019 is as follows:

Donald Pitre	\$ 960
James A Cox	800
Jeff Morrow	800
Juanita W Reed	960
Shaun Dupre	880
Total	<u>\$ 4,400</u>



ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Notes to Financial Statements

**7. RISK MANAGEMENT**

The District is exposed to risks of loss in the areas of general and auto liability, property hazards, and workers' compensation. Those risks are handled by purchasing commercial insurance. There have been no significant reductions in insurance coverage during the current fiscal year. Settlements have not exceeded insurance coverage during the current fiscal year and the two preceding fiscal years. Insurance coverage appears adequate for the fiscal year ended December 31, 2019.

**8. EVALUATION OF SUBSEQUENT EVENTS**

The District has evaluated subsequent events through May 11, 2020, the date which the financial statements were available to be issued.

**9. LONG TERM DEBT**

On November 8, 2012, the District incurred debt in the amount of \$280,000, in the form of Revenue Bonds, Series 2012. The purpose of this debt is for the construction and acquisition of improvements, and extensions and replacements to the fire substation, including appurtenant equipment, accessories, replacements and additions to such substation, and to pay costs of issuance of the related financing.

The following is a summary of debt transactions of the St. Landry Parish Fire Protection District No. 1 for the year ended December 31, 2019:

<u>Payable at</u> <u>12/31/2018</u>	<u>Additions</u>	<u>Retirements</u>	<u>Payable at</u> <u>12/31/2019</u>
<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ -</u>

The bond was paid in full at December 31, 2019.

On April 7, 2015, the FASB issued Accounting Standard Update 2015-03, *Simplifying the Presentation of Debt Issuance Costs*, which requires debt issuance costs to be presented in the balance sheet as a direct deduction from the carrying value of the associated debt liability, consistent with the presentation of a debt discount.

Interest expense totaled \$860 and is included in governmental activities.

## ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

### Notes to Financial Statements

#### 9. ACCOUNTING PRONOUNCEMENTS

The Government Accounting Standards Board (GASB) has issued the following Statements which will become effective in futures years as shown below:

Statement No. 87, "*Leases*" increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. Management has not yet determined the effect of this Statement on the financial statements.

Statement No. 88, "*Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*" improves the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. The Statement clarifies which liabilities governments would include when disclosing information related to debt. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, and significant subjective acceleration clauses. For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt. The requirements of this Statement are effective for reporting periods beginning after June 30, 2018. The Financial Statements were not effected by this Statement.

#### 10. PENSION PLAN

Substantially all of the employees (15) of the St. Landry Parish Fire Protection District No. 1 are members of the Firefighters Retirement System.

##### Firefighters' Retirement System

The Firefighters' Retirement System is the administrator of a cost-sharing multiple-employer plan. Membership in the System is a condition of employment for any full-time firefighters who earn at least \$375 per month and are employed by any municipality, parish or fire protection district of the State of Louisiana in addition to employees of the Firefighters' Retirement System. The System provides retirement benefits for their members. The projections of benefit payments

# ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

## Notes to Financial Statements

### 11. PENSION PLAN - Continued

in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

Benefit provisions are authorized within Act 434 of 1979 and amended by LRS 11:2251-11:2272. The following is a brief description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Any person who becomes an employee as defined in R.S. 11:2252 on and after January 1, 1980, shall become a member as a condition of employment. Members in the System consist of full-time firefighters, eligible employees of the retirement system, or any person in a position as defined in the municipal fire and police civil service system that earns at least \$375 per month, excluding state supplemental pay, and is employed by a fire department of any municipality, parish, or fire district of the state of Louisiana, except for Orleans Parish and the City of Baton Rouge.

No person who has attained age 50 or over shall become a member of the System unless the person becomes a member by reason of a merger or unless the System received an application for membership before the applicant attained the age of 50. No person who has not attained the age of 18 years shall become a member of the System.

Any person who has retired from service under any retirement system or pension fund maintained basically for public officers and employees of the state, its agencies or political subdivisions, and who is receiving retirement benefits therefrom may become a member of this System, provided the person meets all other requirements for membership. Service credit from the retirement system or pension plan from which the member is retired shall not be used for reciprocal recognition of service with this System, or for any other purpose in order to attain eligibility or increase the amount of service credit in this System.

#### Retirement Benefits

Employees with 20 or more years of service who have attained age 50, or employees who have 12 years of service who have attained age 55, or 25 years of service at any age are entitled to annual pension benefits equal to 3.333% of their average final compensation based on the 36 consecutive months of highest pay multiplied by their total years of service, not to exceed 100%. Employees may elect to receive their pension benefits in the form of a joint and survivor annuity.

If employees terminate before rendering 12 of service, they forfeit the right to receive the portion of their accumulated plan benefits in the form of a joint and survivor annuity.

Benefits are payable over the employees' lives in the form of a monthly annuity. An employee may elect an unreduced benefit or any of seven options at retirement.

See R.S. 11:2256(A) for additional details on retirement benefits.

# ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

## Notes to Financial Statements

### 11. PENSION PLAN - Continued

#### Disability Benefits

A member who acquires a disability, and who files for disability benefits while in service, and who upon medical examination and certification as provided for in Title 11, is found to have a total disability solely as the result of injuries sustained in the performance of his official duties, or for any cause, provided the member has at least five years of creditable service and provided that the disability was incurred while the member was an active contributing member in active service, shall be entitled to disability benefits under the provisions of R.S. 11:2258(B).

#### Death Benefits

Benefits shall be payable to the surviving eligible spouse or designated beneficiary of a deceased member as specified in R.S. 11:2256(B) & (C).

#### Deferred Retirement Option Plan

After completing 20 years of credible service and age 50 or 25 years at any age, a member may elect to participate in the deferred retirement option plan (DROP) for up to 36 months.

Upon commencement of participation in the deferred retirement option plan, employer and employee contributions to the System cease. The monthly retirement benefit that would have been payable is paid into the deferred retirement option plan account. Upon termination of employment, a participant in the program shall receive, at his option, a lump-sum payment from the account or an annuity based on the deferred retirement option plan account balance in addition to his regular monthly benefit.

If employment is not terminated at the end of the 36 months, the participant resumes regular contributions to the System. No payments may be made from the deferred retirement option plan account until the participant retires.

#### Initial Benefit Option Plan

Effective June 16, 1999, members eligible to retire and who do not choose to participate in DROP may elect to receive, at the time of retirement, an initial benefit option (IBO) in an amount up to 36 amounts of benefits, with an actuarial reduction of their future benefits. Such amounts may be withdrawn or remain in the IBO account earning interest at the same rate as a DROP account.

#### Cost of Living Adjustment (COLAs)

Under the provisions of R.S. 11:246 and 11:2260(A)(7), the board of trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of up to 3% of their current benefit, and all retired members and widows who are 65 years of age and older a 2% increase in their original benefit. In order for the board to grant either of these increases, the System must meet certain criteria detailed in the statute related to funding status and interest earnings (R.S. 11:243). In lieu of these COLAs, pursuant to R.S. 11:241, the board may also grant an increase in the form of "X x (A + B)," where "X" is any

# ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

## Notes to Financial Statements

### 11. PENSION PLAN - Continued

amount up to \$1 per month, and "A" is equal to the number of years of credited service accrued at retirement or at death of the member or retiree, and "B" is equal to the number of years since retirement or since death of the member or retiree to June 30<sup>th</sup> of the initial year of such increase.

Funding Policy - State statute requires covered employees to contribute 10.00 percent of their salaries to the system. The District is required to contribute 26.50 percent from January through June and 27.75% from July through December, of covered employees' salaries. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The District's contribution to the System for the years ending December 31, 2019 and 2018 were \$106,450 and \$99,893, respectively, equal to the required contributions for the year.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Firefighters' Retirement System, 3100 Brentwood Drive, Baton Rouge, Louisiana 70809-1752, or by calling (225) 925-4060.

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

At December 31, 2019, the District reported a liability of \$1,000,541 for its proportionate share of the net pension liability for the FRS plan. The net pension liability was measured as of June 30, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the FRS pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2019, the District's proportion was 0.159782%, which was an increase of 0.000754% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2019, the District recognized pension expense of \$217,154 which includes employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions.

#### Non-employer contributions

The System also receives insurance premium tax monies as additional employer contributions. The tax is considered support from a non-contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions are recognized as revenue. The District recognized \$42,834 of non-employer contribution revenue.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Notes to Financial Statements

**11. PENSION PLAN - Continued**

At June 30, 2019, 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	\$ -	\$ (72,173)
Changes in assumptions	91,025	(73)
Net difference between projected and actual earnings on pension plan investments	67,284	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	50,444	(13,374)
Employer contributions subsequent to measurement date	53,244	-
Total	<u>\$ 261,997</u>	<u>\$ (85,620)</u>

The District reported a total of \$53,244 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2019, which will be recognized as a reduction in net pension liability in the year ended June 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as an increase (decrease) in pension expense as follows:

Year Ended June 30:	<u>FRS</u>
2019	\$ 60,515
2020	(11,287)
2021	24,384
2022	26,387
2023	6,945
2024	3,997
Total	<u>\$ 110,941</u>

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Notes to Financial Statements

**11. PENSION PLAN - Continued**

**Actuarial Assumptions**

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2019 is as follows:

	FRS
Valuation date	June 30, 2019
Actuarial cost method	Entry age normal cost
Expected remaining service life	7 years, closed period
Investment rate of return	7.15% per annum
Inflation rate	2.50% per annum
Salary increases	Vary from 14.75% in the first two years of service to 4.50% after 25 years of service
Cost of living adjustments	Only those previously granted

The mortality rate assumption used was set based upon an experience study performed on plan date for the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a set-back of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

The estimated long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, 2.75%. The long term expected nominal rate of return was 7.54% as of June 30, 2016. Best estimates of real rates of return for each major asset class included in FRS' target asset allocation as of June 30, 2018, are summarized in the following table:

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Notes to Financial Statements

**11. PENSION PLAN - Continued**

	Asset Type	Target Asset Allocation	Long-Term Expected Real Rate of Return
Equity	U.S. Equity	21.50%	5.98%
	Non-U.S. Equity	17.50%	7.52%
	Global Equity	10.00%	6.59%
Fixed Income	Fixed Income	31.00%	2.17%
Alternatives	Real Estate	6.00%	4.14%
	Private Equity	4.00%	10.52%
Multi-Asset Strategies	Global Tactical Asset Allocation	5.00%	4.37%
	Risk Parity	5.00%	4.67%
		<u>100.00%</u>	

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

The following table presents the District's proportionate share of the net pension liability (NPL) using the discount rate of each Retirement System as well as what the District's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by each of the Retirement Systems:

FRS	1% Decrease	Current Discount	1% Increase
Rates	6.15%	7.15%	8.15%
NPL	\$ 1,448,850	\$ 1,000,541	\$ 624,263



ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Notes to Financial Statements

**11. PENSION PLAN - Continued**

The components of the net pension liability of the System's employers as of June 30, 2019 and 2018, are as follows:

	<u>2018</u>	<u>2019</u>
Total Pension Liability	\$ 3,624,656	\$ 3,842,953
Plan Fiduciary Net Position	<u>(2,709,915)</u>	<u>(2,842,412)</u>
Employers Net Pension Liability	<u>\$ 914,741</u>	<u>\$ 1,000,541</u>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	68.16%	73.96%

**Retirement System Audit Report**

The System issued a standalone audit report on its financial statements for the year ended June 30, 2019. Access to the audit report can be found on the Louisiana Legislative Auditor's official website, [www.la.gov](http://www.la.gov) and the System's website, [www.ffret.com](http://www.ffret.com).

**11. PENDING LITIGATION**

There is no pending litigation as of December 31, 2019.

REQUIRED SUPPLEMENTARY INFORMATION

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
Statement of Revenues, Expenditures, and Changes in Fund Balance -  
Budget (Budgetary Basis) and Actual - General Fund  
For the Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>				
<b>Taxes:</b>				
Ad valorem	\$ 1,050,209	\$ 1,045,490	\$ 1,109,010	\$ 63,520
<b>Intergovernmental:</b>				
State revenue sharing	14,500	14,374	14,125	(249)
Fire insurance rebate	8,000	7,847	7,847	-
State supplemental pay	42,000	42,000	42,000	-
Pension subsidy	32,481	33,789	36,159	2,370
Interest earnings	2,000	3,200	6,388	3,188
Dividend from LWCC	-	47,735	47,701	(34)
Miscellaneous	-	-	34	34
<b>Total Revenues</b>	<u>1,149,190</u>	<u>1,194,435</u>	<u>1,263,264</u>	<u>68,829</u>
<b>Expenditures:</b>				
<b>Current - public safety</b>				
Board per diem	4,800	4,000	4,400	(400)
Salaries	407,250	415,673	412,315	3,358
Benefits	266,250	258,490	257,473	1,017
Equipment costs	83,100	44,075	49,052	(4,977)
Occupancy costs	31,600	29,300	28,484	816
Insurances	89,000	56,000	55,764	236
Pension deduction	32,481	33,789	33,789	-
Office and administration	32,100	32,200	30,647	1,553
Rescue runs, standby and volunteer	12,000	9,700	9,215	485
Capital outlay	150,000	39,930	39,930	-
<b>Debt Service:</b>				
Principal	40,000	40,000	40,000	-
Interest	2,000	860	860	-
<b>Total Expenditures</b>	<u>1,150,581</u>	<u>964,017</u>	<u>961,929</u>	<u>2,088</u>
Net change in fund balance	<u>\$ (1,391)</u>	<u>\$ 230,418</u>	301,335	<u>\$ 66,741</u>
Fund balance, beginning			<u>2,991,930</u>	
Fund balance, ending			<u>\$ 3,293,265</u>	

See Notes to Required Supplementary Information.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Schedule of Employer's Proportionate Share of Net Pension Liability  
For the Year Ended December 31, 2019

	Fiscal Year	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of It's Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
FRS	2019	0.159782%	\$ 1,000,541	\$ 392,651	254.48%	73.96%
FRS	2018	0.159028%	\$ 914,741	\$ 376,955	242.67%	68.16%
FRS	2017	0.157165%	\$ 900,846	\$ 369,049	244.10%	73.55%
FRS	2016	0.155444%	\$ 1,016,744	\$ 358,541	283.57%	68.15%
FRS	2015	0.162251%	\$ 875,687	\$ 344,970	253.84%	72.44%
FRS	2014	0.170915%	\$ 760,557	\$ 339,880	223.77%	76.01%

This schedule will contain ten years of historical information once such information becomes available.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. I

Schedule of Employer's Pension Contribution  
For the Year Ended December 31, 2019

	Fiscal Year	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Employee Payroll
FRS	2019	\$ 106,450	\$ 106,450	\$ -	\$ 392,651	27.11%
FRS	2018	\$ 99,893	\$ 99,893	\$ -	\$ 376,955	26.50%
FRS	2017	\$ 95,921	\$ 95,921	\$ -	\$ 369,049	25.99%
FRS	2016	\$ 94,108	\$ 94,108	\$ -	\$ 358,541	26.24%
FRS	2015	\$ 97,982	\$ 97,982	\$ -	\$ 344,970	28.40%
FRS	2014	\$ 97,713	\$ 97,713	\$ -	\$ 339,880	28.75%

This schedule will contain ten years of historical information once such information becomes available.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

Note 1 Budgets and Budgetary Accounting

The budget for General Fund operations is adopted by the St. Landry Parish Fire Protection District No. 1 for its appropriations with its budgetary regulations and on a basis consistent with generally accepted accounting principles.

Note 2 Pension Plans

Changes of Assumption – Changes of assumptions about future economic or demographic factors or of other inputs 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 plans. These assumptions include the rate of investment return, mortality of plan members, rate of salary increase, rates of retirement, rates of termination, rates of disability, and various other factors that have an impact on the cost of the plans.

**VIGE, TUJAGUE  NOEL**

A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS*

To the Board of Commissioners  
St. Landry Parish Fire Protection District No. 1  
Opelousas, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of St. Landry Parish Fire Protection District No. 1, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise St. Landry Parish Fire Protection District No. 1's basic financial statements, and have issued our report thereon dated May 11, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered St. Landry Parish Fire Protection District No. 1's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of St. Landry Parish Fire Protection District No. 1's internal control. Accordingly, we do not express an opinion on the effectiveness of St. Landry Parish Fire Protection District No. 1's internal control.

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


Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. 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 may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether St. Landry Parish Fire Protection District No. 1'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 determination of financial statement amounts. 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **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.



Vige, Tujague & Noël, CPA's  
Eunice, Louisiana  
May 11, 2020



ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
Schedule of Findings and Responses  
Year Ended December 31, 2019

We have audited the financial statements of St. Landry Parish Fire Protection District No. 1 as of and for the year ended December 31, 2019 and have issued our report dated May 11, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2019 resulted in an unmodified opinion.

**Section I Summary of Auditors' Reports**

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses  Yes  No Significant Deficiencies  Yes  None reported

Compliance

Compliance Material to Financial Statements  Yes  No

No separate management letter was issued.

**Section II Financial Statement Findings**

There were no financial statement findings for the year ended December 31, 2019.

**Section III Internal Control and Compliance Material to Federal Awards**

There were no federal awards for the year ended December 31, 2019.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
Schedule of Prior Year Findings  
Year Ended December 31, 2019

**I Internal Control and Compliance Material to the Financial Statements**

None

**II Internal Control and Compliance Material to Federal Awards**

The prior year's report did not include any federal awards.

**III Management Letter**

The prior year's report did not include a management letter.

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1  
Schedule of Compensation, Benefits and Other Payments  
to Agency Head or Chief Executive Officer  
For the Year Ended December 31, 2019

Agency Head Name: Charles Watson  
Service Period: 12 months

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 75,928
State supplemental pay	6,000
Benefits - insurance	12,264
Benefits - retirement	21,590
Total	<u>\$ 115,782</u>

ST. LANDRY PARISH FIRE PROTECTION  
DISTRICT NO. 1  
STATEWIDE AGREED-UPON PROCEDURES REPORT  
YEAR ENDED DECEMBER 31, 2019

**VIGE, TUJAGUE  NOEL**

A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Management and Board of Commissioners of the St. Landry Parish Fire Protection District No. 1 and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by St. Landry Parish Fire Protection District No. 1 and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2019 through December 31, 2019. The St. Landry Parish Fire Protection District No. 1's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Report all exceptions to the following procedures, either after each procedure or after all procedures within each of the twelve AUP categories. "Random" selections may be made using Microsoft Excel's random number generator or an alternate method selected by the practitioner that results in an equivalent sample (e.g., those methods allowed under the AICPA Audit Guide-*Audit Sampling*).

***Written Policies and Procedures***

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1. Obtain the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget  
*The entity does not have written policies and procedures addressing budgeting.*
- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.  
*The entity does not have written policies and procedures addressing purchasing.*
- c) **Disbursements**, including processing, reviewing, and approving  
*The entity does not have written policies and procedures addressing disbursements.*
- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).  
*The entity does not have written policies and procedures addressing receipts of revenue.*
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.  
*The entity has written policies and procedures addressing payroll.*
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process  
*The entity does not have written policies and procedures addressing contracting.*
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage  
*The entity does not have written policies and procedures addressing credit cards, debit cards or fuel cards.*
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers  
*The entity does not have written policies and procedures addressing travel and expense reimbursement.*
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

*The entity does have written policies and procedures addressing ethics.*

- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*The entity does not have written policies and procedures addressing debt service.*

- k) **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.

*This entity does not have written policies and procedures addressing disaster recovery/business continuity.*

### ***Board (or Finance Committee, if applicable)***

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*No exceptions in prior year. This category was excluded from testing in the current year.*

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.
  - c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

### ***Bank Reconciliations***

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3. Obtain a listing of client 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 selected each account, and observe that:

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

*Bank reconciliations include evidence that they are prepared monthly.*

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

*The bank reconciliations prepared for all accounts examined did have evidence of management review.*

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*Obtained bank statements and reconciliations for all months in the fiscal period and noted that there are no reconciling items that have been outstanding for more than 12 months from the statement closing date.*

### ***Collections***

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4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

*Obtained a listing of deposit sites and management's representation that the listing is complete.*

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

*The chief is the only employee that collects cash.*

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

*The chief collects all revenues and the fee accountant makes deposits, records the transactions, and reconciles the bank statements.*



- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

*The chief collects all revenues and the fee accountant makes deposits, records the transactions, and reconciles the bank statements*

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

*The chief collects all revenues and the fee accountant reconciles the cash collections to the general ledger. Receipts are matched to the ad valorem reports that accompany the check.*

- 6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

*The employee that has access to cash is covered by a bond or insurance policy for theft.*

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

*Not applicable. No receipts are given out. All deposits are received in check form in the mail.*

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

*Traced receipts or collections documentation to the deposit slip with no exceptions.*

- c) Trace the deposit slip total to the actual deposit per the bank statement.

*Traced the deposit slip total to the actual deposit per the bank statement with no exception.*

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

*Deposits selected were not made within one business day of receipt at the collection location. All revenue receipts are in the form of a check received from the Sheriff for ad valorem collections. The chief collects all checks and gives them to the fee accountant at the monthly board meeting. The fee accountant makes the deposit the following day.*

- e) Trace the actual deposit per the bank statement to the general ledger.

*Traced the actual deposit per the bank statement to the general ledger with no exception.*

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

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*No exceptions in prior year. This category was excluded from testing in the current year.*

- 8. 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).

*Obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete.*

- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement matched the related original invoice/billing statement.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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*No exceptions in prior year. This category was excluded from testing in the current year.*

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.
12. Using the listing prepared by management, randomly select 5 cards (or at least one-third of the cards if the entity has less than 5 cards) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - a) Observe that 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) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 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 (i.e. each card should have 10 transaction subject to testing). 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).

### ***Travel and Expense Reimbursement***

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*No exceptions in prior year. This category was excluded from testing in the current year.*

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
  - a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

### ***Contracts***

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*No exceptions in prior year. This category was excluded from testing in the current year.*

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

### ***Payroll and Personnel***

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*No exceptions in prior year. This category was excluded from testing in the current year.*

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to

earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

### ***Ethics***

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*No exceptions in prior year. This category was excluded from testing in the current year.*

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
- a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

### ***Debt Service (excluding nonprofits)***

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*No exceptions in prior year. This category was excluded from testing in the current year.*

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

*Other*

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*No exceptions in prior year. This category was excluded from testing in the current year.*

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

We were not engaged to and did not conduct an examination or review, 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.

The purpose of this report is 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.

*Vige, Tujague & Noël*

Vige, Tujague & Noel

Eunice, Louisiana

May 11, 2020

ST. LANDRY PARISH FIRE PROTECTION DISTRICT NO. 1

Management's Response to Statewide Agreed-Upon Procedures  
For the Year Ended December 31, 2019

Management Response to Item:

1a, 1b, 1c, 1d, 1f, 1g,  
1h, 1j, 1k

The entity will compile a cumulative collection of policies and procedures to be adopted at a board meeting.

7d

The entities primary source of revenue is ad valorem collections received in the form of a check from the Sheriff Department. Due to the limited number of employees involved in this process it is not feasible for the entity to make deposits on a daily basis.

  
\_\_\_\_\_  
Charles Watson, Fire Chief