
GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

GRAND ISLE EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

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INDEPENDENT AUDITORS' REPORT

To the President and Board of Directors
Grand Isle Volunteer Emergency Services, Inc. (GIVES)
Grand Isle, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Grand Isle Volunteer Emergency Services, Inc. (GIVES) as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the GIVES's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of GIVES, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the GIVES's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 – 12 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the GIVES's basic financial statements. The schedule of Compensation, Benefits and Other Payments to Agency Head, Schedule of Revenues – Actual and Schedule of Expenditures – Actual are presented for the purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule 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 September 30, 2023, on our consideration of the Grand Isle Volunteer Emergency Services, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Grand Isle Volunteer Emergency Services, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Grand Isle Volunteer Emergency Services, Inc.'s internal control over financial reporting and compliance.

Diez, Dupuy + Ruiz

September 30, 2023
Gonzales, Louisiana

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2022

As management of Grand Isle Volunteer Emergency Services, Inc. ("GIVES"), a non-profit entity d/b/a Ambulance District No. 2 of Jefferson Parish, we offer readers of GIVES financial statements this narrative overview and analysis of the financial activities of GIVES for the year ended December 31, 2022.

We encourage readers to consider the information presented here in conjunction with the financial statements, which begin on page 13.

FINANCIAL HIGHLIGHTS

- The assets of GIVES exceeded its liabilities at the close of the most recent fiscal year by \$321,594 (*Net Position*). Of this amount, \$280,477 or 87.2 percent is invested in capital assets, such as vehicles and equipment, net of any related debt. The remaining balance of \$41,117 *Unrestricted Net Position* or 12.8 percent represents the amount available to meet the entity's ongoing obligations to citizens and creditors.
- GIVES total Net Position decreased by \$53,478 or 14.3 percent during the current year because total expenses exceeded revenues by that amount.
- As of the close of the current fiscal year, GIVES governmental fund (the General Fund) reported an ending fund balance of \$41,117, a decrease of \$212,165 or 83.8 percent in comparison with the prior year. The fund balance of \$41,117 is available for spending at the government's discretion (unassigned fund balance).
- At the end of the current fiscal year, unassigned and total fund balance for the general fund was \$41,117 or 4.9 percent of total general fund expenditures.
- GIVES had \$32,542 in outstanding long-term debt at December 31, 2022. This amount relates to the 2019 loan to purchase two new stretchers and two new stairchairs. The loan is payable over five years. The original loan was \$79,031. GIVES made payments of \$19,084 during the year (\$15,920 in principal and \$3,164 in interest).

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
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MANAGEMENT’S DISCUSSION AND ANALYSIS
DECEMBER 31, 2022

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts—management's discussion and analysis (this section), the basic financial statements, and other supplementary information. The basic financial statements include two kinds of statements that present different views of GIVES:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about GIVES’ overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of GIVES’ government, reporting GIVES’ operations in more detail than the government-wide statements.
 - The governmental funds statements tell how general government services like public safety were financed in the short term as well as what remains for future spending.
 - Fiduciary fund statements provide information about the financial relationships in which GIVES acts solely as agent for the benefit of others, to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of GIVES’ financial statements, including the portion of GIVES’ government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

Figure A-1		
	Government-wide Statements	Governmental Funds
Scope	Entire GIVES government (except fiduciary funds)	The activities of GIVES that are not proprietary or fiduciary, such as public safety
Required financial statements	<ul style="list-style-type: none"> • Statement of net position • Statement of activities 	<ul style="list-style-type: none"> • Balance sheet • Statement of revenues, expenditures, and changes in fund balances
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
Type of Inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter

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Government-wide financial statements. The "government-wide financial statements" are designed to provide readers with a broad overview of GIVES finances, in a manner similar to a private-sector business.

The "Statement of Net Position" presents information on all of GIVES assets and liabilities, with the difference between the two reported as Net Position. Over time, increases or decreases in Net Position may serve as a useful indicator of whether the financial position of GIVES is improving or deteriorating.

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

Both of the government-wide financial statements are designed to distinguish functions of GIVES that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). It should be noted that GIVES only has governmental activities.

The government-wide financial statements include only the financial activities of GIVES, which are made up of the "private" account and the "public funds" account. The government-wide financial statements can be found on pages 13 and 14 of this report.

Fund financial statements. A "fund" is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. GIVES, because it is a "quasi-public" entity, uses fund accounting like state and local governments to ensure and demonstrate compliance with finance-related legal requirements.

GIVES' s funds can be classified into three categories: governmental funds, proprietary funds, and fiduciary funds. As discussed below, GIVES only presents governmental funds.

Governmental funds. "Governmental funds" are used to account for essentially the same functions reported as "governmental activities" in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

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Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for "governmental funds" with similar information presented for "governmental activities" in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between "governmental fund" and "governmental activities".

GIVES maintains only one fund (the General Fund). Information is presented in the governmental fund balance sheet and in the governmental statement of revenues, expenditures, and changes in fund balances for the General fund.

GIVES is a "quasi-public" entity and is not required to adopt an annual budget. Thus, a budgetary comparison statement is not shown. The basic governmental fund financial statements can be found on pages 15 to 18 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 19 to 27 of this report.

Other Supplementary Information. Individual fund statements and schedules, which show additional detailed financial information on the General Fund, are found on pages 28 and 29. It also includes a Schedule of Compensation, Benefits and Payments to the Agency Head on page 30.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, Net Position may serve over time as a useful indicator of a government's financial position. In the case of GIVES, assets exceeded liabilities by \$321,594 at December 31, 2022, a decrease of \$53,478 or 14.3 percent.

A large portion of GIVES Net Position (\$280,477 or 87.2 percent) reflects its investment in capital assets (e.g., land, buildings, furniture and fixtures, heavy equipment and vehicles); less any related debt used to acquire those assets that is still outstanding. GIVES used these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although GIVES' investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other resources, since the capital assets themselves cannot be used to liquidate these liabilities.

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MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2022

Below is a comparison of GIVES Statement of Net Position for 2022 and 2021.

Table A-1
GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC. (GIVES)

	Governmental Activities 2022	Governmental Activities 2021
Current and other assets	\$ 55,751	\$ 255,229
Capital assets, net of accumulated depreciation	313,019	170,252
Total assets	368,770	425,481
Current liabilities	31,818	17,867
Long-term liabilities outstanding	15,358	32,542
Total liabilities	47,176	50,409
Net position:		
Net investment in capital assets	280,477	121,790
Unrestricted	41,117	253,282
Total net position	\$ 321,594	\$ 375,072

The December 31, 2022 Unrestricted Net Position balance is \$41,117 or 12.8 percent and may be used to meet the governments ongoing obligations to citizens and creditors.

At December 31, 2022, GIVES Net Position decreased by \$53,478 or 14.3 percent during the current year.

Changes in net position. GIVES' total revenues increased by 41.6 percent. (See Table A-2.) Approximately 72.2 percent of GIVES' revenue comes from a cooperative endeavor agreement with Jefferson Parish to provide emergency services. Charges for services represent 4.2 percent.

The total cost of all programs and services increased \$335,158. The GIVES' expenses cover all services performed by its office.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
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MANAGEMENT'S DISCUSSION AND ANALYSIS
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Governmental Activities. During 2022, governmental activities decreased GIVES Net Position by \$53,478. Key elements of this decrease are shown below as compared to 2021.

Table A-2
GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC. (GIVES)

	Governmental Activities	Governmental Activities
	2022	2021
Revenues:		
Program revenues:		
Charges for services	\$ 34,771	\$ 52,351
Operating grants and contributions	589,932	424,325
Capital grants and contributions	200,500	50,029
General revenues:		
Interest	71	457
Loss on disposal of equipment	(8,667)	(6,547)
Insurance proceeds	-	55,679
Total revenues	<u>816,607</u>	<u>576,294</u>
Function Expenses:		
Public Safety	866,921	530,591
Interest on long-term debt	3,164	4,336
Total expenses	<u>870,085</u>	<u>534,927</u>
(Decrease) increase in net position	(53,478)	41,367
Net position – beginning of year	<u>375,072</u>	<u>333,705</u>
Net position – end of year	<u>\$ 321,594</u>	<u>\$ 375,072</u>

The program revenue - charges for services was \$34,771 during 2022. GIVES contracts with a private company to assist in billing insurance companies or Medicare for reimbursable services (ambulance “runs”). These billings generated \$34,771 for 2022, a decrease of \$17,580 or 33.5 percent. This decrease is attributed to the effects of hurricane Ida.

Operating and capital grants come from the Parish of Jefferson. The Parish levies an ad valorem tax in Grand Isle and remits a contractual amount to GIVES each month to provide funding to the ambulance District under a cooperative endeavor agreement. This allocation came in at \$589,932 for 2022, which was \$115,578 or 24.4 percent higher than last year.

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MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2022

The current year shows a loss on the disposal of \$8,667 due to an ambulance trade in during the current year. The prior year showed a loss on disposal of assets of \$6,547 due to hurricane Ida.

Expenses totaled \$870,085, including current year depreciation of \$57,810 and interest on long-term debt of \$3,164. As an ambulance district, the only function GIVES provides is the public safety function. These expenses of GIVES were offset by program revenues (service charges, grants, and contributions) totaling \$824,602 (see above), leaving a net cost to citizens of GIVES of \$44,882. The cost is primarily funded by the general revenues discussed above.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, GIVES uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of GIVES "governmental funds" is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing GIVES financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of December 31, 2022, GIVES governmental fund (i.e., the General Fund) reported an ending fund balance of \$41,117, a decrease of \$212,165 or 83.8 percent in comparison with the prior year. This change was caused by a number of factors, which are discussed below.

As noted above, the governmental funds include the general operating funds of GIVES (i.e., the General Fund). Overall revenues of the Governmental Funds increased and decreased greatly over the past years. Because of the small size of the operating fund, operating and capital grants can create large swings in revenues when recognized.

As a measure of the General fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 4.9 percent of total general fund expenditures. This is a decrease from 2021, when unassigned fund balance represented 46.1 percent of general fund expenditures.

The fund balance of GIVES General fund decreased by \$212,165 during the current year. Key factors in this change are as follows:

- The General Fund's revenues totaled \$624,774, while expenditures totaled \$836,939.
- Revenues were made up of:
 - Intergovernmental revenues also included an allocation from Jefferson Parish (i.e., Property taxes) totaling \$589,932, which is \$115,578 more than 2021.
 - Service charges totaled \$34,771, made up of collections from insurance carriers for reimbursable costs. GIVES contracts with a private company to bill for ambulance services. A decrease in \$17,580 resulted from the effects of hurricane Ida.

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MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2022

- Expenditures totaled \$836,939, which is an increase of \$287,049 or 52.2 percent:
 - Personnel and related cost totaled \$484,099 or 57.8 percent of expenditures. In the prior year GIVES employees were paid under a cooperative endeavor agreement with Grand Isle Volunteer Fire Company No. 1. The contracted services of \$416,732 was recorded under general and administrative cost in 2021. Salaries and overtime was \$332,641 and benefits totaled \$151,458.
 - General and administrative cost totaled \$58,450 or 7.0 percent of expenditures. This is a decrease of \$402,844 from last year. The decrease due to contacted services as noted above. Insurance cost was \$44,356, bookkeeping and audit fees totaled \$3,147, computer software totaled \$4,564, billing services were \$4,572, licenses and certificates were \$1,020, and office supplies totaled \$791.
 - Emergency training and supplies totaled \$20,530 or 2.5 percent of expenditures. This category included medical and emergency supplies of \$14,547, training materials of \$339, gas and oil for vehicles of \$5,576, and uniforms of \$68. In total, the category increased \$1,496.
 - Repairs and maintenance totaled \$26,032 or 3.1 percent of expenditures. Repairs to the vehicles and equipment came in at \$10,012, and equipment rentals totaled \$16,020. In total, this category increased \$25,583.
 - Miscellaneous expense totaled \$220,000 or 26.3 percent of expenditures. This is the unencumbered balance accumulated from previous years not expended. Jefferson Parish requested that these funds be returned based on the cooperative endeavor agreement.
 - Capital outlays totaled \$8,744 or 1.0 percent. The amount is GIVES portion of the new ambulance purchased.
 - Debt service totaled \$19,084, as principal and interest payments were made on the loan for the loan on the stretchers/stairchairs. This included principal of \$15,920 and interest of \$3,164.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets. GIVES net investment in capital assets for its governmental activities as of December 31, 2022 amounts to \$280,477 (net of accumulated depreciation and related debt). This investment in capital assets includes land, buildings, furniture and fixtures, heavy equipment, and vehicles. GIVES' s net investment in capital assets increased by \$158,687 or 130.3 percent this year.

Major capital asset events during the current fiscal year included the following:

- A new ambulance was acquired in the amount of \$209,244, of which \$200,500 of the cost was donated and GIVES paid the remaining balance of \$8,744.
- \$82,420 of vehicles and equipment were disposed or traded in.

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GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
CAPITAL ASSETS
(NET OF DEPRECIATION)

	Governmental Activities 2022	Governmental Activities 2021
Buildings	\$ 100	\$ 250
Heavy Equipment	44,823	77,997
Vehicles	268,096	92,005
Total	\$ 313,019	\$ 170,252
Total liabilities	32,542	48,462
Net investment in capital assets	\$ 280,477	\$ 121,790

GIVES recognized \$57,810 as depreciation expense in 2022.

Long-term Liabilities. At the end of 2022, GIVES had total outstanding debt of \$32,542. This amount is the balance on the 2019 loan entered into to finance the purchase of the stretchers/stairchairs. For 2022, payments of on this loan totaled \$19,084 (\$15,920 in principal and \$3,164 in interest). Additional information on the outstanding debt can be found in Note 3. Long-term Liabilities on page 26.

ECONOMIC FACTORS AND NEXT YEAR'S RATES

- The program revenue is expected to remain the same next year with the exception of capital grants and contributions.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of GIVES finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Grand Isle Volunteer Emergency Services, Inc., President, P.O. Box 550, Grand Isle, Louisiana 70358.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

STATEMENT OF NET POSITION
DECEMBER 31, 2022

ASSETS

Cash and cash equivalents	\$ 38,881
Due from other governments	11,057
Prepaid expenses	5,813
Capital assets, net of accumulated depreciation	313,019
Total assets	<u>\$ 368,770</u>

LIABILITIES

Accounts payable	\$ 8,157
Accrued payroll liabilities	6,477
Noncurrent liabilities:	
Due within one year	17,184
Due in more than one year	15,358
Total liabilities	<u>47,176</u>

NET POSITION

Net investment in capital assets	280,477
Unrestricted	41,117
Total net position	<u>321,594</u>
Total liabilities and net position	<u>\$ 368,770</u>

The accompanying notes are an integral part of this financial statement.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

STATEMENT OF ACTIVITIES
DECEMBER 31, 2022

Function	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions		Capital Grants and Contributions
Primary Government:					
Governmental Activities:					
Public Safety	866,921	\$ 34,771	\$ 589,932	200,500	\$ (41,718)
Interest on long-term debt	3,164	-	-	-	(3,164)
Total governmental activities	<u>\$ 870,085</u>	<u>\$ 34,771</u>	<u>\$ 589,932</u>	<u>\$ 200,500</u>	<u>(44,882)</u>
General Revenues:					
					71
					(8,667)
					<u>(8,596)</u>
					Change in net position (53,478)
					Net position - beginning <u>375,072</u>
					Net position - ending <u>\$ 321,594</u>

The accompanying notes are an integral part of this financial statement.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
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AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

BALANCE SHEET - GOVERNMENTAL FUND
DECEMBER 31, 2022

ASSETS

Cash and cash equivalents	\$	38,881
Due from other governments		11,057
Prepaid expenses		5,813
 TOTAL ASSETS		 <u>\$ 55,751</u>

LIABILITIES

Accounts payable	\$	8,157
Accrued payroll liabilities		6,477
 TOTAL LIABILITIES		 <u>14,634</u>

FUND BALANCE

Unassigned		41,117
 TOTAL FUND BALANCE		 <u>41,117</u>
 TOTAL LIABILITIES AND FUND BALANCE		 <u>\$ 55,751</u>

The accompanying notes are an integral part of this financial statement.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.

d/b/a

AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET

TO THE STATEMENT OF NET POSITION

DECEMBER 31, 2022

Total Fund Balance at December 31, 2022 - Governmental Fund \$ 41,117

Amounts reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities that are not financial resources and, therefore, are not reported in the governmental fund.

Cost of capital assets at December 31, 2022	\$ 515,811	
Less: Accumulated Depreciation as of December 31, 2022:	<u>(202,792)</u>	313,019

Long-term liabilities are not due and payable in the current period, and therefore, are not reported in governmental funds

Note payable	(32,542)
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Total Net Position at December 31, 2022	<u><u>\$ 321,594</u></u>
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The accompanying notes are an integral part of this financial statement.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - GOVERNMENTAL FUND
YEAR ENDED DECEMBER 31, 2022

REVENUES

Intergovernmental	\$	589,932
Service charges and reimbursements		34,771
Interest		71
Total revenues		624,774

EXPENDITURES

Current		
Public Safety		
Personnel and related costs		484,099
General and administrative costs		58,450
Emergency training and supplies		20,530
Repairs and maintenance		26,032
Miscellaneous		220,000
Capital outlay		8,744
Debt Service		
Principal		15,920
Interest		3,164
Total expenditures		836,939
Deficiency of revenues over expenditures		(212,165)
FUND BALANCE AT BEGINNING OF YEAR		253,282
FUND BALANCE AT END OF YEAR	\$	41,117

The accompanying notes are an integral part of this financial statement.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

RECONCILIATION OF GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE TO THE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2022

Net change in fund balance for the year ended December 31, 2022 \$ (212,165)

The change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay capitalized	\$ 8,744	
Depreciation expense	<u>(57,810)</u>	(49,066)

Donation of capital assets are not capitalized on the governmental fund statement, but are included in assets. On the statement of activities the donations are shown as capital contributions.

200,500

In the statement of activities, only the gain or loss on the sale of assets is reported, whereas in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the difference in cost, including salvage value, and accumulated depreciation of disposed assets.

(8,667)

Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. This is the amount of principal payments on outstanding notes.

15,920

Total Change in Net Position for year ended December 31, 2022 \$ (53,478)

The accompanying notes are an integral part of this financial statement.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Grand Isle Emergency Services, Inc. (GIVES), a non-profit entity d/b/a Ambulance District No. 2 of Jefferson Parish, have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units under the legal premise that GIVES is a “quasi-public” corporation. Quasi-public corporations are non-profit or private companies who are created to perform a public service and which receive the majority of their funding from public funds (i.e., taxes, grants, etc.). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of GIVES’ accounting policies are described below.

Reporting Entity

GASB Codification Section 2100 establishes criteria for determining the governmental reporting entity and its component units. Component units are defined as legally separate organizations for which the elected officials of a primary government are financially accountable. The criteria used in determining whether financial accountability exists include the appointment of a voting majority of an organization's governing board, the ability of the primary government to impose its will on that organization or whether there is a potential for the organization to provide specific financial benefits or burdens to the primary government. Fiscal dependency may also play a part in determining financial accountability. In addition, a component unit can be another organization for which the nature and significance of its relationship with a primary government is such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Ambulance District No. 2 of Jefferson Parish (the “District”) was created by Ordinance No. 18001 in 1990 to provide ambulance services to the citizens of the Town of Grand Isle and the surrounding area. The District is currently funded by a 10 mill ad valorem tax levied by the District via the Parish Council and is governed by the same Council that governs the Parish. As such, the District is reported as a component unit within the Parish’s financial statements.

Under a cooperative endeavor agreement, the daily operations of the District are contracted out by the Parish to Grand Isle Volunteer Emergency Services, Inc. (GIVES). The current contract was signed in October 2013 and expired in October 2023.

GIVES was incorporated as a non-profit service corporation under Section 501(c)(3) of the Internal Revenue Code. GIVES has been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provide in Section 170(b)(1)(A)(vi). GIVES is governed by a President and a Board of Directors which are elected by the membership. The accompanying statements report transactions related only to those of GIVES.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-wide and Fund Financial Statements

Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of GIVES. 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. Because of the nature of GIVES' operations, GIVES reports only governmental activities.

The statement of activities demonstrates the degree to which the direct expense 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.

Fund Financial Statements

Funds are used by GIVES to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. The funds of GIVES are classified into the "governmental" category. The category, in turn, is divided into separate "fund types".

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital project funds), and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all financial activities of the general government not accounted for in some other fund.

GIVES reports the following major governmental funds:

The General Fund is the general operating fund of GIVES. It is used to account for all financial resources and expenditures. It includes the activity of the "private" account, as well as the "public funds" account.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Governmental fund financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Intergovernmental revenues received from the Parish in connection with the cooperative endeavor agreement are recognized in the year to be benefitted. All other service charges and intergovernmental revenues are recognized as received. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recognized as expenditures only when payment is due.

Budgets

As a quasi-public corporation, GIVES is not required to adopt a budget, therefore, a budget to actual statement is not presented in the accompanying financial statements. An informal budget is adopted for internal purposes for the General Fund.

Assets, Liabilities, and Net Position or Fund Equity

A. Cash and Cash Equivalents

For reporting purposes, cash and cash equivalents includes amounts in demand deposits, time deposits, and certificates of deposit. This includes the balances in the "private" account, as well as the "public funds" account.

Investments, if any, are stated at fair value, except for investments in government securities with maturities less than 1 year, which are stated at cost or amortized cost.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position or Fund Equity (continued)

B. Inventories

The cost of materials and supplies acquired by GIVES are recorded as expenditures at the time of purchase. It is management's opinion that the inventory of such materials and supplies at December 31, 2022 would not be material to the financial statements.

C. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by GIVES as assets with an initial, individual cost of more than \$250 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

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

Property, plant, equipment, and infrastructure are depreciated using the straight-line method (with a midyear convention) over the following estimated useful lives:

Asset Category	Useful Life in Years
Buildings	20
Furniture and fixtures	3 to 5
Heavy equipment	5
Vehicles	5 to 10
Infrastructure (if any)	40

D. Net Position in the Government-wide Financial Statements

For the government-wide statement of net position, the net position amount is classified and displayed in three components:

- Net investment in capital assets – This component consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position or Fund Equity (continued)

D. Net Position in the Government-wide Financial Statements (continued)

- Restricted net position – This component consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, laws, regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – This component consists of all other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

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

E. Fund Equity of Fund Financial Statements

- Nonspendable – represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.
- Restricted – represents balances where constraints have been established by parties outside the GIVES’ office or imposed by law through constitutional provisions or enabling legislation.
- Committed – represents balances that can be used only for specific purposes pursuant to constraints imposed by formal action of the GIVES’.
- Assigned – represents balances that are constrained by the GIVES’ intent to be used for specific purposes but are neither restricted nor committed.
- Unassigned – represents balances for which there are no constraints.

While GIVES has not established a policy for its use of unrestricted fund balance, it does consider that committed amounts would be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Use of Estimates

Preparation of financial statements in accordance with generally accepted accounting principles requires GIVES 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 and expenses/expenditures. Actual results could differ from the estimates that were used.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Subsequent Events

GIVES has evaluated subsequent events through September 30, 2023, the date the financial statements were available to be issued.

Expenses Paid by Others

The full-time firefighters of GIVES that meet certain qualifications, receive supplemental pay from the State of Louisiana under the provisions of LRS 33:2202. The amount of pay received as these supplemental state funds are paid directly to the firefighters and are not reflected in these statements.

Donated Services, Facilities, or Supplies

No amounts are reflected in the financial statements for donated services. Donated services include a substantial number of hours from volunteer firefighters/paramedics. These amounts are not readily determinable.

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Compliance with Cooperative Endeavor Agreement

As a quasi-public corporation, GIVES is not subject to all of the general statutes governing political subdivisions and other governments within the State of Louisiana. Instead, GIVES must comply with the terms and conditions of the cooperative endeavor agreement it has with the Parish of Jefferson to operate the Ambulance District. For the year ended December 31, 2022, GIVES appeared to be in compliance with the significant conditions of the agreement.

NOTE 3 – DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

Cash and Cash Equivalents

At December 31, 2022, GIVES' cash and cash equivalents (book balances) total \$38,881. These deposits are stated at cost, which approximate market.

Custodial Credit Risk – Deposits. At December 31, 2022, GIVES had \$39,930 in deposits (collected bank balances) in one local financial institution. These deposits were fully covered by Federal Deposit Insurance Corporation (FDIC).

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 3 – DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (CONTINUED)

Capital Assets

The following is a summary of changes in the general fixed assets account group during the fiscal year:

	Balance December 31, 2021	Additions	Deletions	Balance December 31, 2022
Governmental Activities:				
Capital assets, being depreciated				
Buildings and improvements	\$ 3,000	\$ -	\$ -	\$ 3,000
Furniture and fixtures	6,814	-	-	6,814
Heavy equipment	207,278	-	-	207,278
Vehicles	171,895	209,244	(82,420)	298,719
Total capital assets, being depreciated	<u>\$ 388,987</u>	<u>\$ 209,244</u>	<u>\$ (82,420)</u>	<u>\$ 515,811</u>
Less accumulated depreciation				
Buildings and improvements	(2,750)	(150)	-	(2,900)
Furniture and fixtures	(6,814)	-	-	(6,814)
Heavy equipment	(129,281)	(33,174)	-	(162,455)
Vehicles	(79,890)	(24,486)	73,753	(30,623)
Total accumulated depreciation	<u>(218,735)</u>	<u>(57,810)</u>	<u>73,753</u>	<u>(202,792)</u>
Capital assets, being depreciated, net	<u>\$ 170,252</u>	<u>\$ 151,434</u>	<u>\$ (8,667)</u>	<u>\$ 313,019</u>
Governmental activities capital assets, net	<u>\$ 170,252</u>	<u>\$ 151,434</u>	<u>\$ (8,667)</u>	<u>\$ 313,019</u>

For the year ended December 31, 2022, depreciation expense was \$57,810.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 3 – DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (CONTINUED)

Long-term Liabilities

Loan Agreement

Stretchers/Stairchairs Loan

In 2019, GIVES entered into loan agreement for financing the acquisition of two new stretchers and 2 new stairchairs. This loan agreement bears an interest rate of 7.670 percent and is being paid over a five (5) year period. The total purchase of the stretchers/stairchairs was \$79,739. After accounting for trade-in allowances of \$1,000 and a bank fee of \$292, the balance financed under the loan was \$79,031. During 2022, GIVES made payments of \$19,084 on this loan (principal of \$15,920 and interest of \$3,164). The balance of \$32,542 is included in the noncurrent liabilities on the Statement of Net Position.

Debt Service to Maturity

Below is a schedule of the future minimum loan payments under this agreement at December 31, 2022.

Year Ended December 31,	Stretcher/Staircase Loan		
	Principal	Interest	Total
2023	\$ 17,184	\$ 1,900	\$ 19,084
2024	15,358	545	15,903
Total Loan Payments	\$ 32,542	\$ 2,445	\$ 34,987

Changes in Long-Term Debt

The following is a summary of the changes in long-term debt related to governmental activities for the fiscal year ended December 31, 2022:

Type of Debt	Balance December 31, 2021	Additions	Reductions	Balance December 31, 2022	Due Within One Year
Stretcher/Stairchair Loan	\$ 48,462	\$ -	\$ (15,920)	\$ 32,542	\$ 17,184
	\$ 48,462	\$ -	\$ (15,920)	\$ 32,542	\$ 17,184

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NOTE 4 – ECONOMIC DEPENDENCE

In 1995, the public approved a 10 mill ad valorem tax to be levied in lieu of the Parish imposed service charge that was in effect. These taxes would provide the funding for Ambulance District No. 2 of Jefferson Parish. In January 1996, the Parish and GIVES entered into a cooperative endeavor agreement whereby GIVES, rather than the Town of Grand Isle, would be responsible for the day-to-day operations of GIVES. In return, the Parish would remit to GIVES, on a monthly basis, 1/12th of the currently budgeted revenues expected to be collected from the 10 mill tax. This agreement was renewed in October 2013 and shall be in effect until October 2023. 10.92 mills were levied on the 2022 tax rolls (based on a 10-year renewal of this tax in May 2014 and a roll-forward based on taxable assessments) and the remittance during 2022 totaled \$589,932. This amount equaled 71.5 percent of GIVES' total program revenues.

NOTE 5 – COMMITMENTS AND CONTINGENCIES

Risk Management

GIVES is exposed to various risks of loss resulting from personal injury; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. To protect against these risks of loss, GIVES purchases various types of insurance from commercial carriers. Under these policies, general liability coverage is provided for up to a maximum of \$1,000,000 per occurrence (\$2,000,000 in the aggregate). Automobile liability coverage is provided for up to \$1,000,000. In each policy, GIVES is responsible for the deductible.

Litigation

There is no litigation pending against GIVES at December 31, 2022 that is expected to exceed its insurance coverage. The 2014 ambulance was involved in a wreck in October 2020 while transporting a patient. There is a claim filed by that person against GIVES and its insurer for physical damages.

NOTE 6 – EXPENDITURES OF GIVES PAID BY GRAND ISLE VOLUNTEER FIRE DEPARTMENT (GIVFD)

The Grand Isle Volunteer Fire Department provides GIVES its building, utilities, and maintenance. These expenditures are not included in the accompanying financial statements.

OTHER SUPPLEMENTARY INFORMATION – PART III

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

GOVERNMENTAL FUND - GENERAL FUND
SCHEDULE OF REVENUES - ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2022

Intergovernmental	
Local	
Jefferson Parish Contract:	
Direct payments - ad valorem taxes - operations	<u>\$ 589,932</u>
Service charges and reimbursements	
Reimbursements from insurance companies and citizens	<u> 34,771</u>
Interest	<u> 71</u>
TOTAL REVENUES	<u><u> \$ 624,774</u></u>

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

GOVERNMENTAL FUND - GENERAL FUND
SCHEDULE OF EXPENDITURES - ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2022

Public Safety

Current

Personnel and related costs	
Salaries - regular	\$ 263,262
Salaries - medics	6,726
Salaries - overtime	62,653
Payroll taxes	27,210
Health insurance	83,709
Unemployment insurance	1,219
Workman's compensation	39,320
	484,099
General and administrative costs	
Billing services	4,572
Bookkeeping and auditing	3,147
Computer software	4,564
Insurance - auto/general	44,356
Licenses and certificates	1,020
Office supplies	791
	58,450
Emergency training and supplies	
Medical and emergency supplies	14,547
Training and educational	339
Gas and oil	5,576
Uniforms	68
	20,530
Repairs and maintenance	
Repairs and maintenance - buildings and equipment	3,204
Repairs and maintenance - vehicles	6,808
Equipment rentals	16,020
	26,032
Miscellaneous	
Contract reimbursement to Jefferson Parish	220,000
Capital outlay	
Vehicles and rescue equipment	8,744
	8,744
TOTAL CURRENT	817,855
Debt Service	
Principal	15,920
Interest	3,164
TOTAL DEBT SERVICE	19,084
TOTAL EXPENDITURES	\$ 836,939

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH

SCHEDULE OF COMPENSATION, BENEFITS
AND OTHER PAYMENTS TO AGENCY HEAD
YEAR ENDED DECEMBER 31, 2022

Agency Head: Joel Bradberry, Fire Chief

		Totals
Salary	\$	-
State Supplemental Pay		-
Benefits-Insurance		-
Benefits-Retirement		-
Car Allowance		-
Vehicle Provided by Agency		-
Per Diem		-
Reimbursements		-
Travel		-
Registration Fees		-
Conference Travel		-
Continuing Professional Education Fees		-
Special Meals		-
	<u>\$</u>	<u>-</u>



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

To the President and Board of Directors
Grand Isle Volunteer Emergency Services, Inc.
Grand Isle, 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 and each major fund (i.e., the General Fund) of the Grand Isle Emergency Services, Inc. (GIVES), a non-profit entity d/b/a Ambulance District No. 2 of Jefferson Parish, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise GIVES' basic financial statements, and have issued our report thereon dated September 30, 2023.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit, we considered GIVES' internal control over financial reporting (internal control) to determine the auditing 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 GIVES' internal control. Accordingly, we do not express an opinion on the effectiveness of GIVES' internal control.

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. However, as described in the accompanying Schedule of Findings and Responses, we did identify certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses as items 2022-001, 2022-002, and 2022-003 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings and Responses as items 2022-004, and 2022-005 to be significant deficiencies.

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether GIVFD's financial statements are free of 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 my audit, and accordingly, we do not express such an opinion.

The results of my tests disclosed one instance of noncompliance and other matters that is required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and responses included in item 2022-006.

GIVES' RESPONSES TO FINDINGS

Government Auditing Standards requires the auditor to perform limited procedures on the GIVES' response to the findings identified in our audit and described in the accompanying schedule of findings and responses. GIVES' responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

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 GIVES' 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.

Dien, Dupuy + Ruiz

September 30, 2023
Gonzales, Louisiana

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
D/B/A
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended December 31, 2022

A. SECTION I - SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unqualified opinion on whether the financial statements of GIVES was prepared in accordance with GAAP.
2. Two significant deficiencies disclosed during the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Three material weaknesses are reported.
3. One instance of noncompliance material to the financial statements of GIVFD, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

B. SECTION II - FINANCIAL STATEMENT FINDINGS

INTERNAL CONTROL

Material Weaknesses

2022-001 Inadequate Segregation of Duties

Criteria: Effective internal controls are key to mitigating risk of fraud in cash receipts, non-payroll cash disbursements, and financial reporting cycles.

Condition: It was noted that the size of GIVES' operations is too small to provide for an adequate segregation of duties. A Grand Isle Volunteer Fire Department (GIVFD) employee is tasked with assisting GIVES with financial reporting responsibilities. There is a lack of segregation of duties within GIVFD's accounting department, and, therefore, inherently presents a risk to GIVES.

Cause: GIVFD does not have the funds to provide enough personnel to adequately segregate the duties.

Effect: A lack of segregation of duties does not provide effective internal controls to mitigate the risk of potential fraud and/or misappropriation of public funds.

Recommendation: Employing additional controls may not be cost beneficial, however, the Board should remain cognizant of the lack of segregation of duties and implement policies and procedures to address areas where duties overlap.

Management's corrective action plan: We are aware of the condition, however, at this point we are not in the financial position of addressing the problem. The Board is aware of the condition and will continue to monitor the financial activity of GIVES in a timely manner. GIVFD has hired an employee with financial reporting responsibilities to segregate duties to the extent possible with available resources.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
D/B/A
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended December 31, 2022

B. SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

INTERNAL CONTROL

Material Weaknesses

2022-002 Bank Reconciliations

Criteria: Internal controls should be in place to provide for the timely reconciliation of all cash account balances and to ensure all account activity is properly recorded on the GIVES general ledger.

Condition: GIVES did not reconcile monthly bank statements for the year ended December 31, 2022 in a timely manner.

Cause: Internal controls are not in place to ensure the timely reconciliation of all cash accounts.

Effect: Failure to reconcile all cash accounts in a timely manner could lead to missing cash and incomplete financial statements.

Recommendation: All cash balances as reported on the GIVES general ledger should be reconciled to appropriate supporting documentation on a monthly basis.

Management's corrective action plan: Management agrees with the finding and will begin preparing bank reconciliations for all accounts in a timely manner.

2022-003 Lack of Financial Oversight

Criteria: Internal Controls should be in place to provide for the timely review of monthly financial statements, bank reconciliations, and other accounting responsibilities to ensure accurate financial reporting.

Condition: There was no financial oversight of GIVES' financial statements and/or other financial information on a timely basis during the fiscal year.

Cause: A complete Board of Directors was reestablished in accordance with its By-Laws during the year, however, they did not meet consistently. In addition, non-payroll disbursement transactions paid by Jefferson Parish on behalf of GIVES were not recorded in the general ledger throughout the year.

Effect: Complete and accurate financial information was not available to be compiled or provided to the Board timely for adequate oversight of the GIVFD's financial information. In addition, material adjusting entries had to be made during the audit to balance accounts to the general ledger.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
D/B/A
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended December 31, 2022

B. SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

INTERNAL CONTROL

Material Weaknesses

2022-003 Lack of Financial Oversight (continued)

Recommendation: GIVES should develop and implement policies and procedures to ensure that there is adequate oversight over the financial statements and other financial information.

Management's corrective action plan: Management feels that they will be able to provide better financial oversight and will have the resources to resolve this finding. A board member or Chief now signs all purchase orders issued so that they know exactly what is being spent. Management will also communicate with Jefferson Parish to obtain reports of invoices paid by month to assist with financial reporting.

Significant Deficiencies

2022-004 Preparation of Financial Statements by Auditor

Criteria: Internal controls over financial reporting are those policies and procedures that exist to assure that an entity's financial statements are prepared in accordance with generally accepted accounting principles (GAAP).

Condition: GIVES does not have controls or resources in place for proper oversight of its financial reporting and for the preparation of financial statements in accordance with generally accepted accounting principles (GAAP). As is common in small organizations, GIVES has chosen to engage the auditor to prepare its annual financial statements. This condition is intentional by management, along with the cost effectiveness of acquiring the ability to prepare the financial statements in accordance with generally accepted accounting principles (GAAP).

Cause: Statement of Auditing Standards (SAS) 115 requires that we report the above condition as a control deficiency. The SAS does not provide exceptions to reporting deficiencies that are mitigated with non-audit services rendered by the auditor or deficiencies for which the remedy would be cost prohibitive or otherwise impractical.

Effect: The deficiency in internal control over financial reporting of GIVES meets the definition of a significant deficiency as noted above.

Recommendation: As mentioned, whether or not it would be cost effective to cure a control deficiency is not a factor in applying SAS 115's reporting requirements. Because prudent management requires that the potential benefit from an internal control must exceed its cost, it may not be practical to correct all the deficiencies noted under SAS 115. In this case, we do not believe that curing the significant deficiency described in this finding would be cost effective or practical and accordingly, we do not believe any corrective action is necessary.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
D/B/A
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended December 31, 2022

B. SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

INTERNAL CONTROL

Significant Deficiencies

2022-004 Preparation of Financial Statements by Auditor (continued)

Management's corrective action plan: GIVES' staff is familiar with the day-to-day accounting requirements; however, due to limited staffing and funding, we do not consider it practical to provide sufficient training to our staff in order to eliminate this condition and can only continue to rely on the auditor to prepare the financial statements at this time, however, GIVFD did hire a new administrative assistant with an accounting background to perform financial reporting responsibilities.

2022-005 Charges for Services

Criteria: Policies and procedures should be in place to assist management in evaluating the status of collections for billed ambulatory services provided by GIVES.

Condition: GIVES contracts with a 3rd party provider to bill and collect customers/insurance companies for billable ambulatory services provided. GIVES does not reconcile the services provided to billing or collection reports. GIVES is unable to monitor whether payment for services provided have been collected or will be collected.

Cause: GIVES does not have adequate policies in place to monitor the status of billable services.

Effect: GIVES does not know the status of all accounts to ensure all accounts are paid, or otherwise properly disposed of.

Recommendation: GIVES should develop and implement policies and procedures to ensure that accounts are monitored through disposition.

Management's corrective action plan: GIVES is currently preparing written daily logs for all calls and the results of each call, so that a monthly reconciliation of calls can be done. Management feels that they will be able to provide better financial oversight and will have the resources to resolve this finding.

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
D/B/A
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended December 31, 2022

C. SECTION III- COMPLIANCE AND OTHER MATTERS

2022-006 Financial Statements Issued After Due Date

Criteria: State law requires audited financial statements to be submitted to the Louisiana Legislative Auditor within six months of the close of the fiscal year.

Condition: The GIVES' audited financial statements were submitted after the statutory due date.

Cause: The GIVES' financial records were not prepared in time to allow for an audit to be completed by the statutory due date.

Effect: The GIVES was not in compliance with Louisiana Revised Statute 24:513.

Recommendation: The GIVES should develop financial close policies and procedures to ensure that monthly and annual reporting requirements are met.

Management's Response: The GIVES concurs with the finding and will implement procedures to ensure compliance with Louisiana audit reporting requirements.

D. SECTION III- FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Not Applicable

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
D/B/A
AMBULANCE DISTRICT NO. 2 OF JEFFERSON PARISH
SCHEDULE OF PRIOR AUDIT FINDINGS
For the Year Ended December 31, 2022

SECTION IV- STATUS OF PRIOR AUDIT FINDINGS

The status of findings and responses noted in prior year is noted below:

FINANCIAL STATEMENT FINDINGS

Prior Year Comment No.	Description	Status
MW# 2021-001	Inadequate segregation of duties	See CY Finding 2022-001
MW# 2021-002	Bank reconciliations	See CY Finding 2022-002
MW# 2021-003	Lack of financial oversight	See CY Finding 2022-003
SD# 2021-004	Preparation of financial statements by auditor	See CY Finding 2022-004
SD# 2021-005	Charges for services	See CY Finding 2022-005

GRAND ISLE VOLUNTEER EMERGENCY SERVICES, INC.
d/b/a
AMBULANCE SERVICE DISTRICT NO. 2 OF JEFFERSON PARISH
STATEWIDE AGREED-UPON PROCEDURES REPORT
YEAR ENDED DECEMBER 31, 2022



**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the President and Board of Directors
Grand Isle Volunteer Emergency Services, Inc. (GIVES)
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Grand Isle Volunteer Emergency Services 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, 2022 through December 31, 2022. The Grand Isle Volunteer Emergency Services, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

The Grand Isle Volunteer Emergency Services has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2022 through December 31, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
Written policies and procedures were obtained and address the functions noted above.
 - ii. ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
Written policies and procedures were obtained and address the functions noted above with the exception of how purchases are initiated.
Management's response: Management intends to amend its purchasing policy to address the functions noted above and implement in the current year.
 - iii. ***Disbursements***, including processing, reviewing, and approving.
Written policies and procedures were obtained and address the functions noted above.

- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Written policies and procedures were obtained and address the functions noted above, except for preparing deposits and action to determine the completeness of all collections for each type of revenue.

Management's response: Management intends to amend its policy to address the functions noted above and implement in the current year.

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

Written policies and procedures were obtained and address the functions noted above, except for approval process for pay rate and maintenance of pay rate schedules.

Management's response: Management intends to amend its policy to address the functions noted above and implement in the current year.

- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

Written policies and procedures were obtained and address the functions noted above.

- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

Written policies and procedures were obtained and address the functions noted above.

- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

Written policies and procedures were obtained and address the functions noted above.

- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Written policies and procedures were obtained and address the functions noted above.

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

GIVES does not have a policy for debt to address the functions noted above.

Management's response: Management intends to prepare and adopt a policy to address the functions noted above and implement in the current year.

- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

GIVES does not have a policy for information technology disaster recovery/business continuity to address the functions noted above.

Management's response: Management intends to prepare and adopt a policy to address the functions noted above and implement in the current year.

- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

GIVES does not have a policy for prevention of sexual harassment to address the functions noted above.

Management's response: Management intends to prepare and adopt a policy to address the functions noted above and implement in the current year.

2) Board or Finance Committee

- A. 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
- i. 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.
 - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

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

GIVES reestablished its Board of Directors in accordance with their articles of incorporation during the fiscal period. It was noted that meetings were not held monthly throughout the fiscal period. Further, minutes of the meetings held did not include reference to complete and accurate financial activity related to public funds or written updates of the progress on resolving audit findings.

Management's responses: The Board intends to meet monthly and include complete and accurate financial information for review as well as provide written updates of the progress on resolving audit findings.

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Obtained listing of client bank accounts for the fiscal period from management and management's representation that listing is complete.

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Bank reconciliations selected were not prepared within 2 months of the related statement date and when the reconciliations were prepared, there was no evidence that the reconciliation was reviewed by a member of management or board. One of the three reconciliations selected included reconciling items that have been outstanding for more than twelve months and management does not have documentation to reflect that the items have to be researched.

Management's responses: Management understands the importance of timely financial reporting including reconciling bank accounts to the general ledger. The preparation and review of bank reconciliations will be evaluated and assigned to the Treasurer and Administrative Assistant and included in its financial reporting policies to ensure timely and accurate reconciliations.

4) Collections (excluding electronic funds transfers)

- A. 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 listing is complete.

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

Obtained a listing of collection locations and management's representation that listing is complete.

- i. Employees responsible for cash collections do not share cash drawers/registers;
No exceptions noted.
- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
Employee responsible for collecting cash is responsible for preparing bank deposits and makes deposits at the bank.
- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
Employee responsible for collecting cash is responsible for posting receipts to the general ledger.
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
GIVES does not reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source.

Management's responses: Efforts will be made to segregate duties in the collection process to the extent possible with the limited number of employees involved.

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

No exceptions noted.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- i. Observe that receipts are sequentially pre-numbered.
No exceptions noted.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
No exceptions noted.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
No exceptions noted.
 - iv. 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 and the cash is stored securely in a locked safe or drawer).
The two deposits selected did not include documentation to determine when the check was received, therefore, we were unable to determine if the deposit was deposited within one day of collection.

Management's responses: GIVES intends to evaluate the collection procedures and include in its financial reporting policies the process for documenting cash/checks received, as well as the bank deposit process to ensure timely deposits of cash/checks into the bank.
 - v. Trace the actual deposit per the bank statement to the general ledger.
No exceptions noted.

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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
Obtained listing of locations that process payments and management's representation that listing is complete.

- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
No exceptions noted.
 - ii. At least two employees are involved in processing and approving payments to vendors;
No exceptions noted.
 - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
The person responsible for processing payments is not prohibited from adding vendors to the entity's purchasing/disbursement system.

Management's response: GIVES intends to evaluate how vendor files are added/modified, include in its financial reporting policies the process for adding/modifying vendor files, and where applicable, provide for periodic review of vendor files. GIVES has also started new corrected vendor files for all vendors.
 - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments;
The person responsible for processing payments also mails the checks.

Management's response: Currently, Jefferson Parish is the paymaster for GIVES and is responsible for the disbursement process, including mailing checks. Management intends to evaluate the disbursement process and implement policies to segregate these duties to the extent possible with the limited number of employees involved for when the disbursement responsibilities are turned back over to GIVES.
 - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
No exceptions noted.
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
No exceptions noted.

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

Disbursement documents included evidence of segregation of duties or lack thereof as noted under #5B, as applicable.

Management's response: Currently, Jefferson Parish is the paymaster for GIVES and is responsible for the disbursement process, including mailing checks. Management intends to evaluate the disbursement process and implement policies to segregate these duties to the extent possible with the limited number of employees involved for when the disbursement responsibilities are turned back over to GIVFD, as GIVFD is contracted paymaster.

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

No exceptions noted.

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

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Management represented that GIVES does not have any active credit cards, bank debit cards, fuel cards, and P-cards (cards), for the fiscal period.

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

Not applicable.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

Not applicable.

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Not applicable.

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

- A. 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 and 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

Obtained listing of travel and related expense reimbursements and management’s representation that listing is complete.

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);
- No exceptions noted.*
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- No exceptions noted.*
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
- No exceptions noted.*
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
- No exceptions noted.*

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and *Obtained listing of contracts initiated or renewed during the fiscal period and management's representation that listing is complete.*
- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
No exceptions noted.
 - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
No exceptions noted.
 - iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
No exceptions noted.
 - iv. 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.
No exceptions noted.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
Obtained listing of employees and management's representation that listing was complete. No exceptions noted.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
No exceptions noted.

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
No exceptions noted
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
No exceptions noted
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
No exceptions noted.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
Obtained listing of employees that received termination payments during the fiscal period and management's representation that listing was complete. No exceptions noted.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.
Management represented that payroll related tax forms have been filed, by required deadlines, however, all employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have not been paid by required deadlines.

Management's response: Management is in the process of preparing and implementing policies for payroll and personnel. The process and responsibility for remitting employer and employee portions of third-party payroll related payments and filing of associated forms will be included to assign appropriate personnel to this function ensuring that payments and reports are made/filed timely.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
 - i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
Not applicable to GIVES.

- ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Not applicable to GIVES.

- 23. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Not applicable to GIVES.

11) Debt Service

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

No debt was issued during the fiscal period.

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

No exceptions noted.

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

Management represented that there was no instances of misappropriation of public funds and assets during the fiscal period.

- B. 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.

No exceptions noted.

13) Information Technology Disaster Recovery/Business Continuity

A. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

We performed the procedure and discussed the results with management.

- ii. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

We performed the procedure and discussed the results with management.

- iii. Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

We performed the procedure and discussed the results with management.

14) Prevention of Sexual Harassment

A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Not applicable to GIVES.

B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

Not applicable to GIVES.

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
Not applicable to GIVES.
 - ii. Number of sexual harassment complaints received by the agency;
Not applicable to GIVES.
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
Not applicable to GIVES.
 - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
Not applicable to GIVES.
 - v. Amount of time it took to resolve each complaint.
Not applicable to GIVES.

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

We are required to be independent of the Grand Isle Volunteer Emergency Services, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Diez, Dupuy + Ruiz

Gonzales, Louisiana
September 30, 2023