

FINANCIAL
REPORT

NINE MILE POINT VOLUNTEER
FIRE COMPANY NO. 1

DECEMBER 31, 2023 AND 2022

NINE MILE POINT VOLUNTEER
FIRE COMPANY NO. 1

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INDEPENDENT AUDITOR'S REPORT

June 20, 2024

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Board of Directors
Nine Mile Point Volunteer
Fire Company No. 1
Nine Mile Point, Louisiana

Opinion

We have audited the accompanying financial statements of the Nine Mile Point Volunteer Fire Company No. 1 ("the Fire Company") (a Louisiana nonprofit corporation), which comprise the statements of financial position as of December 31, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Nine Mile Point Volunteer Fire Company No. 1 as of December 31, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Nine Mile Point Volunteer Fire Company No. 1 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 opinion.

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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 Nine Mile Point Volunteer Fire Company No. 1's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. 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 Nine Mile Point Volunteer Fire Company No. 1'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 Nine Mile Point Volunteer Fire Company No. 1'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.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of compensation, benefits, and other payments to the agency head or chief executive officer is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 20, 2024, on our consideration of the Nine Mile Point Volunteer Fire Company No. 1's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Nine Mile Point Volunteer Fire Company No. 1's internal control over financial reporting and compliance.



New Orleans, Louisiana

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
 STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2023 AND 2022

	<u>ASSETS</u>	<u>2023</u>	<u>2022</u>
CURRENT ASSETS:			
Cash		\$ 226,020	\$ 36,088
Total current assets		<u>226,020</u>	<u>36,088</u>
USE OF ASSETS - NET		<u>634,338</u>	<u>701,765</u>
TOTAL ASSETS		<u>\$ 860,358</u>	<u>\$ 737,853</u>
 <u>LIABILITIES AND NET ASSETS</u> 			
CURRENT LIABILITIES:			
Accounts payable		\$ 9,349	\$ 24,529
Accrued payroll and payroll tax liabilities		37,810	30,556
Compensated absences payable		72,091	70,823
Total current liabilities		<u>119,250</u>	<u>125,908</u>
Total liabilities		<u>119,250</u>	<u>125,908</u>
 NET ASSETS:			
Without donor restrictions		<u>741,107</u>	<u>611,945</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$ 860,357</u>	<u>\$ 737,853</u>

See accompanying notes.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
 STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
REVENUES:		
Contract income:		
Firefighting support	\$ 981,600	\$ 837,600
Capital purchases	76,064	21,021
Insurance rebate	25,747	30,556
Jefferson Parish Hurricane Ida funds	24,654	-
Insurance proceeds	49,669	65,963
Donated firefighting services	-	1,275
Other income	2,710	5,556
Total revenues	<u>1,160,444</u>	<u>961,971</u>
EXPENSES:		
Program services - firefighting	956,017	1,009,763
Supporting services - management and general	<u>75,265</u>	<u>73,000</u>
Total expenses	<u>1,031,282</u>	<u>1,082,763</u>
Increase (decrease) in net assets without donor restrictions	129,162	(120,792)
Net assets without donor restrictions - beginning of year	<u>611,945</u>	<u>732,737</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS - END OF YEAR	<u>\$ 741,107</u>	<u>\$ 611,945</u>

See accompanying notes.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>Firefighting</u>	<u>Management and General</u>	<u>Total</u>
EXPENSES:			
Accounting and legal	\$ 18,639	\$ 1,338	\$ 19,977
Bank and credit card charges	-	88	88
Depreciation	62,910	4,517	67,427
Dues and subscriptions	-	3,289	3,289
Equipment repair	25,219	-	25,219
Firefighting supplies	5,141	-	5,141
Fuel	6,734	-	6,734
Insurance	221,322	15,893	237,215
Maintenance	11,219	-	11,219
Miscellaneous	-	20	20
Office expense	-	6,772	6,772
Payroll taxes	42,659	3,063	45,722
Retirement expense	24,986	1,794	26,779
Salaries and wages	509,741	36,604	546,345
Training and education	1,175	-	1,175
Utilities	26,273	1,887	28,160
	<u>26,273</u>	<u>1,887</u>	<u>28,160</u>
 TOTAL	 <u>\$ 956,017</u>	 <u>\$ 75,265</u>	 <u>\$ 1,031,282</u>

See accompanying notes.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>Firefighting</u>	<u>Management and General</u>	<u>Total</u>
EXPENSES:			
Accounting and legal	\$ 15,496	\$ 1,038	\$ 16,534
Bank and credit card charges	-	220	220
Depreciation	63,937	4,284	68,221
Donated firefighting services	1,275	-	1,275
Dues and subscriptions	-	3,607	3,607
Equipment repair	28,798	-	28,798
Firefighting supplies	8,877	-	8,877
Fuel	9,798	-	9,798
Insurance	210,013	14,073	224,086
Licenses	545	-	545
Maintenance	13,311	-	13,311
Medical expenses	82	-	82
Miscellaneous	-	790	790
Morale	282	-	282
Office expense	-	5,445	5,445
Payroll taxes	46,389	3,109	49,498
Retirement expense	29,667	1,988	31,655
Salaries and wages	546,250	36,604	582,854
Training and education	7,560	-	7,560
Utilities	27,483	1,842	29,325
	<u>27,483</u>	<u>1,842</u>	<u>29,325</u>
 TOTAL	 <u>\$1,009,763</u>	 <u>\$ 73,000</u>	 <u>\$1,082,763</u>

See accompanying notes.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Increase (decrease) in net assets without restriction	\$ 129,162	\$ (120,792)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	67,427	68,221
Increase (decrease) in operating liabilities:		
Accounts payable	(15,180)	12,193
Accrued payroll and payroll tax liabilities	7,254	(2,413)
Compensated absences payable	1,268	11,844
Net cash provided (used) by operating activities	<u>189,931</u>	<u>(30,947)</u>
 NET INCREASE (DECREASE) IN CASH	 189,931	 (30,947)
 Cash and cash equivalents - at beginning of year	 <u>36,088</u>	 <u>67,035</u>
 CASH AND CASH EQUIVALENTS - AT END OF YEAR	 <u>\$ 226,019</u>	 <u>\$ 36,088</u>

See accompanying notes.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022

ORGANIZATION:

Nine Mile Point Volunteer Fire Company No. 1 (the “Fire Company”) was established to provide firefighting and rescue services to a designated area of the Seventh Fire District (a separate entity) of Jefferson Parish, Louisiana. In addition, the Fire Company provides fire code inspections for businesses within its district, as well as firefighting and rescue training for its members. The Fire Company maintains two fire stations and has approximately 8 full-time employees, 9 part-time employees, and 10 volunteers. The Fire Company's main source of revenue is a fire protection contract with Jefferson Parish, effective for the period September 2, 2014 through September 1, 2023. The Company is working on a month-to-month basis until a new contract is signed.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

A summary of the Fire Company's significant accounting policies applied in the preparation of the accompanying financial statements follows:

Basis of Accounting and Financial Statement Presentation:

The financial statements are prepared on the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when incurred.

Net assets, revenues, and expenses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Fire Company and changes therein are classified and reported as follows:

- a) *Net assets without donor restrictions* - Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. Revenues are reported as increases in net assets without restrictions, unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without restrictions.
- b) *Net assets with donor restrictions* – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulated that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Allocation of Expenses:

Expenses, which are easily and directly associated with firefighting or management and general are charged directly to that functional area. Certain other expenses have been allocated to firefighting services and management and general based on time devoted by the Fire Company's staff.

Program services consist of providing firefighting services to the Seventh Fire Protection District of Jefferson Parish.

Management and general consists of general administrative expenses incurred.

Sources of Revenue:

Substantially all of the Fire Company's revenue is derived from funds provided by the Fire Protection District No. 7 of Jefferson Parish to provide firefighting and rescue services to the designated area of the Seventh Fire Protection District and is considered to be an exchange transaction within the scope of ASC Topic 606, *Revenue from Contracts with Customers*. The Parish pays the Fire Company monthly installments which represent the net proceeds of millage levied annually on the assessed valuation of property in the Seventh Fire Protection District of Jefferson Parish. The revenue is recognized as the services are performed monthly.

In addition, the Fire Company routinely receives revenues from insurance rebates. The amount is received annually from the State of Louisiana through Jefferson Parish and is based on the number of homes within the fire district.

During the year ended December 31, 2023, the Company was allocated a portion of funds received by Jefferson Parish relating to Hurricane Ida which made landfall in 2021.

Income Taxes:

The Fire Company is exempt from income taxes under Internal Revenue Code Section 501(a). Based on a ruling by the Internal Revenue Service in the fire district's name.

Cash:

For the purposes of reporting of cash flows, the Fire Company considers cash in operating bank accounts, demand deposits, cash on hand, and highly-liquid debt instruments purchased with a maturity of three months or less as cash and cash equivalents. Supplemental disclosures of cash flow information are as follows:

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
 NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Cash: (Continued)

Cash paid during the year for:

	<u>2023</u>	<u>2022</u>
Interest	\$ -	\$ -
Income Taxes	\$ -	\$ -

Use of Assets:

It is understood that any acquisition of immovable property, equipment, vehicles, or buildings by the Fire Company with funds from the Jefferson Parish contract, are the property of Jefferson Parish, and, if legally required to be titled, should be titled in Jefferson Parish's name and not in the name of the Fire Company. It is also understood that in the event the Fire Company should cease operations voluntarily, for whatever reason, or be removed for just cause by Jefferson Parish, all buildings, equipment or apparatus purchased with appropriations from Jefferson Parish general and special revenue funds or contract consideration shall become (or remain if already titled in Jefferson Parish's name) the property of Jefferson Parish.

The assets owned and titled by Jefferson Parish and used by the Fire Company are reported on the Fire Company's Statements of Financial Position as a use of asset. The Fire Company records the use of asset for purchases over \$1,000 and expenses those purchases under \$1,000. Expenditures for maintenance, repairs, and minor renewals are charged against earnings as incurred. Depreciation is computed using the straight-line method over the useful lives of the assets. The lives range from 5 to 40 years.

Annual Leave:

Each full-time employee earns annual leave as follows:

<u>Years of Continuous Service</u>	<u>Hours</u>
0 – 12 months	0
1 – 10 years	216
Over 10 years*	216+

* Employees earn 12 hours of additional leave for each year over 10 years up to a maximum of 360 hours after 22 years. Employees are paid for any time accumulated over 312 hours.

The liability for accrued annual leave was \$72,091 and \$70,823 as of December 31, 2023 and 2022, respectively.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022

2. CASH:

At December 31, 2023 and 2022, the Fire Company maintained cash balances in one local bank. The bank and book balances were as follows:

	<u>Book Balances</u>	<u>Bank Balances</u>
December 31, 2023	\$ 226,020	\$ 227,628
December 31, 2022	\$ 36,088	\$ 36,158

The bank accounts are insured up to \$250,000 by the Federal Deposit Insurance Corporation. At December 31, 2023 and 2022, the Fire Company's bank balances were fully insured.

3. USE OF ASSETS:

Below is a summary of activity in the Fire Company's use of assets accounts during the years ended December 31, 2023 and 2022

December 31, 2023

	<u>Balance 1/1/23</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/23</u>
Land	\$ 85,600	\$ -	\$ -	\$ 85,600
Buildings	442,287	-	-	442,287
Vehicles	1,048,943	-	-	1,048,943
Firefighting equipment	288,688	-	-	288,688
Furniture and fixtures	<u>18,913</u>	<u>-</u>	<u>-</u>	<u>18,913</u>
	1,884,431	-	-	1,884,431
Accumulated depreciation	<u>(1,182,666)</u>	<u>(67,427)</u>	<u>-</u>	<u>(1,250,093)</u>
Net use of assets	<u>\$ 701,765</u>	<u>\$ (67,427)</u>	<u>\$ -</u>	<u>\$ 634,338</u>

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022

3. USE OF ASSETS: (Continued)

December 31, 2022

	Balance <u>1/1/22</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>12/31/22</u>
Land	\$ 85,600	\$ -	\$ -	\$ 85,600
Buildings	442,287	-	-	442,287
Vehicles	1,048,943	-	-	1,048,943
Firefighting equipment	288,688	-	-	288,688
Furniture and fixtures	<u>18,913</u>	<u>-</u>	<u>-</u>	<u>18,913</u>
	1,884,431	-	-	1,884,431
Accumulated depreciation	<u>(1,114,445)</u>	<u>(68,221)</u>	<u>-</u>	<u>(1,182,666)</u>
Net use of assets	\$ <u>769,986</u>	\$ <u>(68,221)</u>	\$ <u>-</u>	\$ <u>701,765</u>

Depreciation expense totaled \$67,427 and \$68,221 for the years ended December 31, 2023 and 2022, respectively.

4. DONATED SERVICES:

Many volunteers have donated significant amounts of their time to the fire company's firefighting program services. The value of these donated services that are included in the financial statements and the corresponding expenses for the years ended December 31, 2023 and 2022 was \$0- and \$1,275, respectively. The value of these donated services was estimated using the number of hours donated and an average of hourly rate paid to firefighters during the year.

5. FIRE PROTECTION CONTRACT:

Substantially all of the Fire Company's support is derived from funds provided by Jefferson Parish. Under the contract with Jefferson Parish, the Fire Company receives a percentage of certain ad valorem taxes assessed within the Seventh Fire Protection District of Jefferson Parish, as well as additional funding from sales tax and fire insurance rebates. Total public support received under this contract totaled \$981,600 and \$837,600 for the years ended December 31, 2023 and 2022, respectively. The amount received and used for capital improvements under this contract totaled \$76,064 and \$21,021 for the years ended December 31, 2023 and 2022, respectively.

The revenue received from insurance rebates totaled \$25,747 and \$30,556 for 2023 and 2022, respectively. The amount received is based on the number of homes within the fire district.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023 AND 2022

6. RETIREMENT PLAN:

The Fire Company has a contributory retirement plan covering all paid employees. The Fire Company contributes up to 3% of participating employees' annual salaries. The retirement expense for the plan for the years ended December 31, 2023 and 2022 was \$26,779 and \$31,655, respectively.

7. EXPENSES PAID BY OTHERS:

The full-time firefighters of the Fire Company receive supplemental pay from the State of Louisiana under the provisions of L.R.S. 33:2002. The amount of pay received does not vary based upon years of service and is based upon state law. As these supplemental state funds are paid directly to the firefighters and do not pass through the Fire Company, the funds are not included in these financial statements.

8. USE OF ESTIMATES:

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

9. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS:

The following reflects the Fire Company's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date. Amounts available include donor-restricted amounts that are available for general expenditure in the following year.

	<u>2023</u>	<u>2022</u>
Financial assets, at year end:		
Cash and cash equivalents	<u>\$ 226,020</u>	<u>\$ 36,088</u>
Total financial assets at year end	<u>226,020</u>	<u>36,088</u>
Total financial assets available to meet cash needs for general expenditures within one year	<u>\$ 226,020</u>	<u>\$ 36,088</u>

10. SUBSEQUENT EVENTS:

Management has evaluated subsequent events through June 20, 2024, which is the date on which the financial statements were available to be issued.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
SUPPLEMENTARY INFORMATION
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
FOR THE YEAR ENDED DECEMBER 31, 2023

Agency head name: Keith R. Plaisance, Jr., Fire Chief

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 60,140
Salary - state supplemental pay	7,199
Benefits - insurance	36,411
Benefits - retirement	<u>2,007</u>
	<u>\$ 105,757</u>



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

June 20, 2024

To the Board of Directors
Nine Mile Point Volunteer
Fire Company No. 1
Nine Mile Point, 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 Nine Mile Point Volunteer Fire Company No. 1 (a Louisiana nonprofit corporation), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 20, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Nine Mile Point Volunteer Fire Company No. 1's (the Fire Company) internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Fire Company's internal control. Accordingly, we do not express an opinion on the effectiveness of the Fire Company's internal control.

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

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

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Nine Mile Point Volunteer Fire Company No. 1's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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



New Orleans, LA

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
SCHEDULE OF CURRENT YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2023

SUMMARY OF AUDITOR'S RESULTS:

1. The opinion issued on the financial statements of the Nine Mile Point Volunteer Fire Company No. 1 for the year ended December 31, 2023, was unmodified.

2. Internal Control
Material weaknesses: None noted.
Significant deficiencies: None noted.

3. Compliance and Other Matters
None noted.

FINDINGS REQUIRED TO BE REPORTED UNDER GOVERNMENTAL AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA:

None noted.

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1
STATUS OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2023

SUMMARY OF PRIOR YEAR FINDINGS:

None noted.

NINE MILE POINT
VOLUNTEER FIRE COMPANY NO. 1

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

FOR THE FISCAL YEAR JANUARY 1, 2023
THROUGH DECEMBER 31, 2023

NINE MILE POINT VOLUNTEER FIRE COMPANY NO. 1

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES FOR THE FISCAL YEAR JANUARY 1, 2023 THROUGH DECEMBER 31, 2023

June 20, 2024

Board of Directors Nine Mile Point Volunteer Fire Company No. 1

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal year January 1, 2023 through December 31, 2023. Nine Mile Point Volunteer Fire Company No. 1's (the "fire company") management is responsible for those C/C areas identified in the SAUPs.

The fire company 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 the LLA's SAUPs for the fiscal year January 1, 2023 through December 31, 2023. Additionally, the 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:

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1) Written Policies and Procedures

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

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

Results: Upon applying the agreed-upon procedures above, we noted that there is no written documentation relating to the use of anti-virus software on all systems or identification of personnel, processes, and tools needed to recover operations after a critical event in the information technology disaster recovery/business continuity policy.

Managements Response: Management will work with the Board of Directors to amend the policy noted above.

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

- A. **Procedure:** Obtain and inspect the board/finance committee minutes for the calendar year, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the calendar year, 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 comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - 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 calendar year 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.

Results: No findings noted as a result of applying the above agreed-upon procedures.

3) ***Bank Reconciliations***

A. **Procedure:** Obtain a listing of entity bank accounts for the calendar year 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 selected 4 additional accounts (or all accounts if less than 5). Randomly select one month from the calendar year, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observed that:

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or 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.

Results: Upon applying the agreed-upon procedures above, we noted that the bank reconciliations reflected no evidence that they had been reviewed, within one month, by a member of management who does not handle cash.

Management's Response: We will work on implementing procedures to include evidence that bank reconciliations are reviewed within one month of completion.

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

A. **Procedure:** Obtain a list of deposit sites for the calendar year where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly selected 5 deposit sites (or all deposit sites if less than 5).

Results: No findings noted as a result of applying the above agreed-upon procedures.

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

- i. Employees responsible for cash collections do not share cash drawers/registers.

- ii. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
- iii. Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Results: Upon applying the agreed-upon procedures above, we noted that the same employee that collects cash also prepares deposits and is responsible for posting the deposits to the general ledger.

Management's Response: Due to the size of our office, it is not cost effective to have the personnel needed for segregation of duties. There are other controls in place, including board involvement, that are being followed to offset the lack of segregation of duties.

- C. **Procedure:** Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the calendar year.

Results: No findings noted as a result of applying the above agreed-upon procedures.

- D. **Procedure:** Randomly selected two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliation" above (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). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
- iv. Observe 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).
- v. Trace the actual deposit per the bank statement to the general ledger.

Results: No findings noted as a result of applying the above agreed-upon procedures.

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

- A. **Procedure:** Obtain a listing of locations that process payments for the calendar year and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

Results: No findings noted as a result of applying the above agreed-upon procedures.

- B. **Procedure:** For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
- ii. At least two employees are involved in processing and approving payments to vendors.
- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
- 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.

Results: No findings noted as a result of applying the above agreed-upon procedures.

- C. **Procedure:** For each location selected under #8 above, we obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursement) 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 the disbursement matched the related original itemized invoice and supporting documentation indicated deliverables included on the invoice were received by the entity.
- ii. Observe the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Results: No findings noted as a result of applying the above agreed-upon procedures.

- D. **Procedure:** 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:

- i. Approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and
- ii. Approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Results: No findings noted as a result of applying the above agreed-upon procedures.

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

- A. **Procedure:** Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the calendar year, 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.

Results: No findings noted as a result of applying the above agreed-upon procedures.

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

- i. Observe there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
- ii. Observe that finance charges and late fees were not assessed on the selected statements.

Results: No findings noted as a result of applying the above agreed-upon procedures.

- C. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement and obtain supporting documentation for the transactions. For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny. For each transaction, observe it is supported by:

- i. An original itemized receipt that identifies precisely what was purchased,
- ii. Written documentation of the business/public purpose,
- iii. Documentation of the individuals participating in meals (for meals charges only)

Results: No findings noted as a result of applying the above agreed-upon procedures.

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

- A. **Procedure:** Obtain from management a listing of all travel and travel-related expense reimbursements during the calendar year and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- i. If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration.
 - ii. If reimbursed using actual cost, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - iii. Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observed that the documentation includes the names of those individuals participating and other documentation required by written policy (procedure #1h).
 - iv. Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Results: No findings noted as a result of applying the above agreed-upon procedures.

8) *Contracts*

- A. **Procedure:** Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the calendar year. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- i. Observe the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - ii. Observe the contract was approved by the governing body/board, if required by policy or law.
 - iii. If the contract was amended, observe 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, was approval documented).
 - iv. Randomly select one payment from the calendar year for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

Results: No findings noted as a result of applying the above agreed-upon procedures.

9) *Payroll and Personnel*

- A. **Procedure:** Obtain a listing of employees and officials employed during the calendar year and management's representation that the listing is complete. Randomly selected 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Results: No findings noted as a result of applying the above agreed-upon procedures.

- B. **Procedure:** Randomly select one pay period during the calendar year. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- i. Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
 - ii. Observe supervisors approved the attendance and leave of the selected employees or officials.
 - iii. Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - iv. Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Results: No findings noted as a result of applying the above agreed-upon procedures.

- C. **Procedure:** Obtain a listing of those employees or officials that received termination payments during the calendar year and management's representation that the list is complete. Randomly select two employees or officials, 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 or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Results: No findings noted as a result of applying the above agreed-upon procedures.

- 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.

Results: No findings noted as a result of applying the above agreed-upon procedures.

10) *Ethics*

A. **Procedure:** 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
- 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

Results: The procedures mentioned above are not applicable, as Nine Mile Point is currently operating under the old Jefferson Parish contract that does not require ethics trainings.

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

Results: The procedure mentioned above is not applicable, as Nine Mile Point is currently operating the under old Jefferson Parish contract that does not require ethics trainings.

11) *Debt Service*

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

Results: No findings noted as a result of applying the above agreed-upon procedures.

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

Results: No findings noted as a result of applying the above agreed-upon procedures.

12) Fraud Notice

- A. **Procedure:** Obtain a listing of misappropriations of public funds and assets during the calendar year 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.

Results: No findings noted as a result of applying the above agreed-upon procedures.

- B. **Procedure:** Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results: No findings noted as a result of applying the above agreed-upon procedures.

13) Information Technology Disaster Recovery/Business Continuity

- A. **Procedure:** 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 no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week and was not stored on the government's local server or network. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observed evidence that the test/verification was successfully performed within the past 3 months.
- 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 selected 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.

Results: We performed the above agreed-upon procedure and discussed the results with management of Nine Mile Point Volunteer Fire Company No. 1.

- A. **Procedure:** Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Results: We performed the above agreed-upon procedure and discussed the results with management of Nine Mile Point Volunteer Fire Company No. 1.

B. **Procedure:** Using the 5 randomly selected employees/officials from the Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- i. Hired before June 9, 2020 – completed the training; and
- ii. Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

Results: We performed the above agreed-upon procedure and discussed the results with management of Nine Mile Point Volunteer Fire Company No. 1.

14) Prevention of Sexual Harassment

1. **Procedure:** 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.

Results: The procedure mentioned above is not applicable, as Nine Mile Point is currently operating under the old Jefferson Parish contract that does not require sexual harassment trainings.

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

Results: The procedure mentioned above is not applicable, as Nine Mile Point is currently operating under the old Jefferson Parish contract that does not require sexual harassment trainings.

3. **Procedure:** Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

Results: The procedures mentioned above are not applicable, as Nine Mile Point is currently under operating the old Jefferson Parish contract that does not require sexual harassment trainings.

We were engaged by Nine Mile Point Volunteer Fire Company No. 1 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 Nine Mile Point Volunteer Fire Company No. 1 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 results of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

New Orleans, Louisiana