



ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

FINANCIAL REPORT

For the Year Ended December 31, 2024



(A Professional Corporation)
164 West Main Street, Thibodaux, LA 70301
South end of Canal Boulevard
(985) 447-8507 Fax (985) 447-4833
www.kearnscpa.com

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

FINANCIAL REPORT

For the year ended December 31, 2024

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ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

FINANCIAL REPORT

For the year ended December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To The Board of Directors
St. Rose Volunteer Fire Department, Inc.
St. Rose, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Rose Volunteer Fire Department, Inc. (the Department) as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Rose Volunteer Fire Department, Inc. as of December 31, 2024 and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*. 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 the Department 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 Department'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.

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 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* and the *Louisiana Governmental Audit Guide* 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* and the *Louisiana Governmental Audit Guide*, 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 Department'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 Department'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 Budgetary Comparison – General Fund information on page 23 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 Government 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 response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Department's basic financial statements. The accompanying supplementary information on page 24, Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and 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 directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2025 on our consideration of the Department's internal control over financial reporting and on our test 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 Department's internal control over financial reporting and compliance.



Thibodaux, Louisiana
June 24, 2025

Basic Financial Statements

Government-Wide Financial Statements (GWFS)

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

ST. ROSE, LOUISIANA

Statement of Net Position

December 31, 2024

	Governmental Activites
Assets	
Current assets:	
Cash and cash equivalents	\$ 148,307
Due from Parish	33,842
Prepaid insurance	28,289
Ad valorem tax receivable	10,000
Sales tax receivable	49,476
Total current assets	<u>269,914</u>
Noncurrent assets:	
Capital assets, not being depreciated	123,857
Capital assets, net of accumulated depreciation	<u>2,097,560</u>
Total noncurrent assets	<u>2,221,417</u>
Total Assets	<u><u>2,491,330</u></u>
Liabilities	
Current liabilities	
Accounts payable	19,687
Accrued payroll	13,505
Accrued interest payable	9,687
Long term liabilities due < 1 year	<u>156,416</u>
Total current liabilities	<u>199,294</u>
Noncurrent liabilities	
Long term liabilities due > 1 year	<u>1,487,329</u>
Total noncurrent liabilities	<u>1,487,329</u>
Total Liabilities	<u><u>1,686,623</u></u>
Net Position	
Net investment in capital assets	567,986
Net Position - Unrestricted	<u>236,721</u>
Total Net Position	<u><u>\$ 804,707</u></u>

The accompanying notes are an integral part of this statement

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

ST. ROSE, LOUISIANA

Statement of Activities
For the Year Ended December 31, 2024

		Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	
Expenses					
Expenses:					
Governmental activities:					
Public safety - fire protection:					
Salaries and related benefits	\$ 297,060	\$ -	\$ -	\$ -	\$ (297,060)
Repairs and maintenance	70,333	-	-	-	(70,333)
Professional services	21,190	-	-	-	(21,190)
Insurance	79,263	-	-	-	(79,263)
Fuel	21,226	-	-	-	(21,226)
Supplies and materials	65,150	-	-	-	(65,150)
Utilities	47,279	-	-	-	(47,279)
Training	15,368	-	-	-	(15,368)
Fire prevention	480	-	-	-	(480)
Personnel insurance and medical	48,750	-	-	-	(48,750)
Dues and memberships	18,030	-	-	-	(18,030)
Office expense	2,433	-	-	-	(2,433)
Meals	10,209	-	-	-	(10,209)
Miscellaneous	443	-	-	-	(443)
Interest	101,801	-	-	-	(101,801)
Depreciation expense	297,789	-	-	-	(297,789)
Total Governmental activities	\$ 1,096,803	\$ -	\$ -	\$ -	\$ (1,096,803)

General Revenues:

Sales tax - 1/8 percent	\$ 449,043
Ad valorem tax	360,000
Fire insurance rebate	47,438
Gain on sale of asset	14,542
Interest income	169
Other revenues	8,854

Total general revenues	880,046
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Special Items:

FEMA reimbursements	77,296
Proceeds from insurance claim	34,850
Proceeds from long-term capital-related debt	26,640

Total special items	138,787
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Change in net position	(77,970)
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Net Position	882,677
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Net Position - Ending	\$ 804,707
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The accompanying notes are an integral part of this statement

Basic Financial Statements

Fund Financial Statements (FFS)

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

ST. ROSE, LOUISIANA

Balance Sheet - Governmental Funds

December 31, 2024

	<u>General Fund</u>	<u>Non-Public Fund (non-major)</u>	<u>Total (Memo Only)</u>
Assets			
Cash and cash equivalents	\$ 143,522	\$ 4,785	\$ 148,307
Due from Parish	33,842	-	33,842
Prepaid expenses	28,288	-	28,288
Ad valorem tax receivable	10,000	-	10,000
Sales tax receivable	49,476	-	49,476
Total Assets	<u>265,128</u>	<u>4,785</u>	<u>269,913</u>
Liabilities			
Current liabilities			
Accounts payable	19,687	-	19,687
Accrued payroll	13,505	-	13,505
Total Liabilities	<u>33,192</u>	<u>-</u>	<u>33,192</u>
Fund balance			
Nonspendable - prepaid expenses	28,288	-	28,288
Fund Balance - Unassigned	203,648	4,785	208,433
Total Fund Balance	<u>231,936</u>	<u>4,785</u>	<u>236,721</u>
Total Liabilities and Fund Balance	<u>\$ 265,128</u>	<u>\$ 4,785</u>	<u>\$ 269,913</u>

The accompanying notes are an integral part of this statement

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

ST. ROSE, LOUISIANA

Statement of Revenues, Expenditures, and Changes in Fund Balances
- Governmental Fund

For the Year Ended December 31, 2024

	General Fund	Non - Public Fund (Non-major)	Total (Memo Only)
Revenues			
Ad valorem tax	\$ 360,000	\$ -	\$ 360,000
Sales tax - 1/8 percent	449,043	-	449,043
Fire insurance rebate	47,438	-	47,438
Interest income	167	2	169
Other revenues	8,857	-	8,857
Total revenues	865,505	2	865,507
Expenditures			
Public safety - fire protection:			
Current:			
Salaries and related benefits	297,060	-	297,060
Repairs and maintenance	70,334	-	70,334
Professional services	21,190	-	21,190
Insurance	79,263	-	79,263
Fuel	21,226	-	21,226
Supplies and materials	65,150	-	65,150
Utilities	47,280	-	47,280
Training	15,368	-	15,368
Fire Provention	480	-	480
Personnel insurance and medical	48,750	-	48,750
Dues and memberships	18,030	-	18,030
Office expense	2,432	-	2,432
Meals	10,209	-	10,209
Miscellaneous	63	380	443
Capital Outlay	903,342	-	903,342
Debt Service:			
Debt retirement	143,269	-	143,269
Interest expense	99,794	-	99,794
Total expenditures	1,843,240	380	1,843,620
Excess of revenues over/(under) expenditures	(977,735)	(378)	(978,113)
Other Financing Sources (Uses)			
FEMA Reimbursements	77,296	-	77,296
Proceeds from insurance claim	34,850	-	34,850
Proceeds of long-term capital-related debt	776,640	-	776,640
Proceeds from sale of asset	23,000	-	23,000
Total other financing sources and uses	911,786	-	911,786
Excess (deficiency) of revenues and other sources			
Over expenditures and other uses	(65,949)	(378)	(66,327)
Fund Balance - Beginning	297,885	5,163	303,048
Fund Balance - End of Year	\$ 231,936	\$ 4,785	\$ 236,721

The accompanying notes are an integral part of this statement

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

ST. ROSE, LOUISIANA

Reconciliation of the Governmental Fund Balance Sheet to the Government-Wide Statement of Net Position

December 31, 2024

Total Fund Balances - Governmental Funds at December 31, 2024	\$	236,721
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Total net position reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Fund Balance Sheet. Those assets consist of:

Land	\$	123,857	
Buildings, net of \$1,047,838 accumulated depreciation		253,067	
Vehicles, net of \$995,181 accumulated depreciation		1,735,186	
Equipment, net of \$1,370,059 accumulated depreciation		<u>109,306</u>	
			2,221,417

Long-term liabilities are not due and payable in the current period and, therefore are not reported in the Governmental Fund Balance Sheet, but rather are recognized as expenditures when due. All liabilities (both current and long-term) are reported in the Statement of Net Position.

Accrued interest payable	(9,687)	
Long-term liabilities	<u>(1,643,745)</u>	<u>(1,653,431)</u>

Total Net Position - Governmental activities at December 31, 2024	\$	<u><u>804,707</u></u>
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The accompanying notes are an integral part of this statement

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

ST. ROSE, LOUISIANA

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

For the Year Ended December 31, 2024

Total net changes in fund balances at December 31, 2024 per Statement of Revenues, Expenditures and Changes in Fund Balances	\$ (66,327)
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Total change in net position reported for governmental activities in the
Statement of Activities is different because:

Governmental funds report capital outlays as expenditures. However, in the
Statement of Activities, the costs of those assets are allocated over their
estimated useful lives and reported as depreciation expense.

Capital outlay which is considered expenditures on the Statement of Revenue, Expenditures and Changes in Fund Balances	\$ 903,342	
Loss on disposal of asset	(8,458)	
Depreciation expense for the year ended December 31, 2024	<u>(297,789)</u>	597,095

Governmental funds report debt services payments as expenditures. However; in the statement of activities the repayment of principal indebtedness reduces long-term liabilities and does not affect the statement of activities.	143,269
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Proceeds of long-term capital-related debt are not considered income in the Statement of Activities	(750,000)
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Under the modified accrual basis of accounting used in governmental funds, interest on long-term debt is not recognized until due, rather than as it accrues.	<u>(2,008)</u>
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Change in Net Position - Governmental activities at December 31, 2024	<u><u>\$ (77,970)</u></u>
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Notes to the Financial Statements

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

INTRODUCTION

The St. Rose Volunteer Fire Department, Inc. (the Department) was organized as a non-profit corporation as defined by Revised Statutes of Louisiana Title 12, Section 101 (8). The Department is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Its objective is to provide fire protection to the St. Rose area, Fire Protection District No.5 of St. Charles Parish.

The Department receives funding from local and state government sources and must comply with the same requirements of these funding source entities. However, the Department is a "primary government" and is not included as a component unit of any other St. Charles Parish governmental "reporting entity" as defined in GASB pronouncements, since the entity is a non-profit corporation, and the board members have decision making authority, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters. The Department includes all activities that are controlled by it as a quasi-public non-profit corporation organized to provide fire protection to the Parish of St. Charles. The Department has no component units.

The accounting and reporting policies of the Department conform to generally accepted accounting principles as applicable to governmental units.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying financial statements of St. Rose Volunteer Fire Department, Inc. have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies established in GAAP and used by the Fire Department are discussed below,

The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999, as amended by GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

Government-Wide Financial Statements (GWFS)

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Department's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenue.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

Fund Financial Statements (FFS)

The accounts of the Department are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The fund of the Department is classified as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. The Department has one fund, a governmental fund. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

Major fund:

Governmental Fund - General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the Department and is used to account for the operations of the Department. General operating expenditures are paid from this fund.

Non-major fund:

Governmental Fund – Non-Public Fund

The purpose of the non-public fund is to account for funds collected by the Department from private sources such as donations. These funds are accounted for separately from the public funds which are held in the general fund.

B. Measurement Focus / Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net position and the statement of activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

All assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with its activities are reported. Government-wide fund equity is classified as net position. In the fund financial statements, the "current financial resources" measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

Basis of Accounting

In the government-wide statement of net position and statement of activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

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

The Department reports deferred inflows of resources on its governmental fund balance sheet. For governmental fund financial statements, deferred inflows arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred inflows also arise when resources are received before the Department has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Department has a legal claim to the resources, the deferred inflow is removed from the balance sheet and revenue is recognized. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

C. Budgets and Budgetary Accounting

The Department prepares a budget for its General fund which is approved by its board of directors. The budget is reviewed monthly by the finance committee and quarterly by the full membership and compared to actual expenditures for use in managing expenditures.

While the Department reports financial position, results of operations and changes in fund balance on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts and disbursements. The Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget (Non-GAAP Basis) and Actual presented as RSI for each major governmental fund is presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

budgetary basis and GAAP basis are for revenue accruals of \$(16,318) and expenditure accruals of \$22,348.

D. Encumbrances

The Department does not use encumbrance accounting.

E. Cash and Interest-bearing Deposits

Under state law, the Department may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts and certificates of deposit with an original maturity of less than 90 days, and are stated at cost, which approximates fair market value.

F. Investments

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, certificates of deposit of state or national banks having their principal office in Louisiana or any other federally insured investment.

Historically, the Department's only investments are certificates of deposit, with an original maturity of greater than 90 days, which are stated at cost, which approximates market. Investments in certificates of deposit are reported at cost because they are "nonparticipating" interest-earning investment contracts as discussed in GASB 31. The term "nonparticipating" means that the investment value does not vary with market interest rate changes. Investments which include securities traded on a national or international exchange are valued based on their last reported sales price (fair value). Investments that do not have an established market are reported at estimated fair value.

G. Prepaid Expenditures

Payments made for goods and services that will benefit periods beyond the current year end have been recorded as prepaid expenditures.

H. Receivables

The Department considers all receivables to be collectible within the next 60 days; therefore, no allowance has been established for doubtful accounts. If uncollectible amounts are identified, necessary adjustments are made when information becomes available. These amounts are not considered to be material to the financial statements.

I. Inventories

Physical inventories consist of expendable supplies held for consumption. Because inventories are expended within one operating cycle they are recorded as expenditures when paid for and are not recorded as an inventory asset.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

J. Deferred Outflows of Resources and Deferred Inflows of Resources

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

K. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

L. Capital Assets

Capital assets, which include property, vehicles, and equipment, purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Donated assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows:

<u>Description</u>	<u>Estimated Lives</u>
Buildings	10-40 years
Equipment	5-10 years
Vehicles	5-10 years

In the fund financial statements, capital assets used in the Department's operations are accounted for as capital outlay expenditures of the governmental fund that provided the resources to acquire the assets. Depreciation is not computed or recorded on capital assets for purposes of the fund financial statements.

M. Compensated Absences

Full-time employees earn 40 hours of Paid Time Off (PTO) on January 1 after their probationary period. After five and ten years of continuous full-time employment, employees receive an additional 40 hours of Paid Time Off (PTO). All PTO must be used by December 31st of each year. Unused leave cannot be forwarded to the following year; therefore, a liability for compensated absences is not recorded.

N. Long-Term Obligations

In the government-wide financial statements, debt and principal payments of both government and business-type activities are reported as decreases in the balance of the liability on the Statement of Net Position. In the fund financial statements, however, debt and principal payments of governmental funds are recognized as expenditures when paid.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

O. Equity Classifications

In the Government-Wide Financial Statements, the difference between a government's assets and liabilities is recorded as net position. The three components of net position are as follows:

1. Net Investment in Capital Assets This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowing attributable to the acquisition, construction or improvement of capital assets.
2. Restricted Net Position Net positions that are restricted by external sources such as creditors, grantors, contributors, or by law through either enabling legislation or constitutional provisions are reported separately as restricted net position. When assets are required to be retained in perpetuity, these non-expendable net positions are recorded separately from expendable net positions. These are components of restricted net positions.
3. Unrestricted Net Position All other net positions that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

In the Fund financial statements, governmental fund equity is classified as fund balance. As such, fund balance of the governmental fund is classified as follows:

1. Nonspendable Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact. The Department has prepaid insurance which is considered *nonspendable* fund balance on the fund financial statements.
2. Restricted Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. Committed Amounts that can be used only for specific purposes determined by a formal decision of the Board.
4. Assigned Amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes by a decision of the Board.
5. Unassigned All other spendable amounts.

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

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

P. Recently Issued and Implemented Accounting Pronouncements

The Department adopted the following statements during the year ended December 31, 2024:

GASB Statement No. 100, *Accounting Changes and Error Corrections*. This Statement establishes accounting and financial reporting requirements for (a) accounting changes and (b) the correction of an error in previously issued financial statements (error correction). This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated. Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). There were no significant impacts of implementing this Statement.

GASB Statement No. 101, *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. There were no significant impacts of implementing this Statement.

NOTE 2. CASH AND CASH EQUIVALENTS

At December 31, 2024, the Department has cash and cash equivalents (book balances) totaling \$148,307, as follows:

Demand Deposits	\$147,270
Time and Savings Deposits	<u>1,037</u>
Total	<u>\$148,307</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities must be held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

NOTE 3. CUSTODIAL CREDIT RISK

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution the Department's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party. These deposits are stated at cost, which approximates market. Under state law, these deposits, (or the resulting bank balances) must be secured by federal deposit insurance or similar federal security or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the Department or the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties.

Deposit balances (bank balances) at December 31, 2024, in the amount of \$170,805 were secured with federal deposit insurance. Deposits secured by pledged securities were exposed to custodial credit risk. These deposits are uninsured and collateralized with securities held by the pledging institution's trust Department or agent, but not in the Department's name. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Department that the fiscal agent has failed to pay deposited funds on demand. The Department does not have a policy for custodial credit risk.

NOTE 4. DUE FROM PARISH

Revenue receivable at December 31, 2024 consists of the Department's share of the 1/8th percent sales tax for the month of November 2024, collected on or before December 20, 2024 by the St. Charles Parish School Board and remitted by St. Charles Parish in January 2025.

An allowance for uncollectible receivables is not recorded by the Department because it considers all receivables collectible at December 31, 2024.

NOTE 5. CAPITAL ASSETS

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

	Balance at 12/31/2023	Additions	Deletions	Balance at 12/31/2024
Capital assets; not being depreciated:				
Land	\$ 123,857	\$ -	\$ -	\$ 123,857
Total	123,857	-	-	123,857
Capital assets, being depreciated:				
Equipment	1,418,753	60,612	-	1,479,365
Buildings	1,282,816	18,090	-	1,300,906
Vehicles	2,394,000	824,640	(488,272)	2,730,367
Total	5,095,569	903,341	(488,272)	5,510,638
Less: accumulated depreciation	(3,595,103)	(297,789)	479,814	(3,413,078)
Total capital, assets being depr; net	1,500,466	605,552	(8,458)	2,097,560
Total capital assets, net	\$ 1,624,323	\$ 605,552	\$ (8,458)	\$ 2,221,417

Depreciation expense for the year of \$297,789 was charged to public safety.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

NOTE 6. LONG-TERM DEBT

An installment purchase agreement with U.S. Bancorp Government Leasing and Financing was entered into on September 8, 2017, for the purchase of Engine 511. The Department is to make 10 annual installments ending on July 1, 2027, with an interest rate of 3.08% according to the agreement.

On June 14, 2022, a contract was signed with Spartan Fire, LLC for the purchase of two Spartan custom pumpers. The Department is to make eight annual installments ending on November 15, 2023, with an interest rate of 4.78% according to the agreement. The first payment became due upon the delivery of the pumpers which began in 2023.

On January 11, 2024, the Department signed a contract with First National Bank for a loan of \$750,000 to purchase three additional vehicles and apparatuses ending on January 11, 2034. The Department is to make 60 monthly installments of \$9,000, with an interest rate of 7.75%, beginning on February 11, 2024, until January 11, 2029. Beginning on February 11, 2029, the monthly installments of \$9,268 with an interest rate of 9% until January 11, 2034.

A summary of the changes in general long-term debt obligations of the department is as follows:

Long-term obligations payable at December 31, 2023	\$ 1,037,015
Additions	750,000
Reductions	<u>(143,269)</u>
Long-term obligations payable at December 31, 2024	<u>\$ 1,643,745</u>

During the year, the department paid \$143,269 in principle and \$101,801 interest expense.

The department has total required principal payments due in less than one year of \$156,416. \$1,487,329 is the portion of the liability due in more than one year. The schedule of payments for the duration of the remaining note is shown below:

Year ending December 31,	Principal	Interest	Total Debt Service Requirement
2025	156,416	95,646	252,062
2026	165,110	86,952	252,062
2027	174,346	77,716	252,062
2028	146,383	67,901	214,284
2029	153,770	63,465	217,235
2030-2034	847,720	97,714	945,434
	<u>\$1,643,745</u>	<u>\$489,394</u>	<u>\$2,133,139</u>

The department had no short-term debt in 2024.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

NOTE 7. FIRE PROTECTION CONTRACT – AD VALOREM TAX

An agreement was signed in December 1990, between the St. Charles Parish Council and the St. Charles Firemen's Association to provide fire protection for the St. Charles Parish area. The agreement states that in exchange for fire protection for the entire parish, the Parish Council agrees to distribute a 1.4 mill tax levy evenly to all members of the St. Charles Parish Firemen's Association. The Department's share of this ad valorem tax for the year ended December 31, 2024 was \$360,000.

NOTE 8. FIRE PROTECTION CONTRACT – SALES TAXES

Effective March 1, 1980, sales tax in the amount of one-eighth of one percent is collected by the St. Charles Parish School Board and administered by the Parish President. The sales tax is to be used for the fire protection of the Parish of St. Charles. The funds are distributed monthly by the Parish President to the individual Fire Departments of the St. Charles Parish Firemen's Association, Inc. Effective April 4, 2011 (Ord#11-4-4), the sales tax is distributed on the following basis:

Department	Basis	Funds
Bayou Gauche Volunteer Fire Dept., Inc.	\$2,500	3.78%
Des Allemands Volunteer Fire Dept., Inc.	\$2,500	4.10%
East Side St. Charles Volunteer Fire Dept., Inc.	\$2,500	22.72%
Hahnville Volunteer Fire Dept., Inc.	\$2,500	7.00%
Killona Volunteer Fire Dept. Inc.	\$2,500	1.47%
Luling Volunteer Fire Dept., Inc.	\$2,500	30.85%
Norco Area Volunteer Fire Dept., Inc.	\$2,500	9.81%
Paradis Volunteer Fire Dept., Inc.	\$2,500	4.93%
St. Rose Volunteer Fire Dept., Inc.	\$2,500	15.34%

The Department receives a monthly base amount of \$2,500 in sales tax plus 15.34% of the remaining funds. The total revenue under this agreement for the year ended December 31, 2024, was \$449,043.

Sales tax receivable at December 31, 2024 of \$49,476, consists of the Department's share of the 1/8th cent sales tax for the months of December 2024, collected on or before January 20, 2025, by the St. Charles Parish School Board and remitted by St. Charles Parish in February 2025.

NOTE 9. RETIREMENT PLAN

St. Rose Volunteer Fire Department, Inc. maintains a defined contribution profit sharing plan, the St. Rose Fire Department 401(k) Profit Sharing Plan and Trust, for the benefit of the employees of the Fire Department. Employees must be 21 years of age and have one year of service to participate. Participants are immediately 100% vested in all elective deferrals, matching contributions, and profit-sharing contributions. Participants can contribute up to 90% of their compensation. Employee contributions for the year ended December 31, 2024 was \$2,776. The Fire Department may make a profit-sharing contribution at its discretion. The Fire Department currently matches 100% of the first 5% of employees' salary deferrals. Employer contributions for the year ended December 31, 2024 totaled \$2,776. The Plan has no forfeitures for the year ended December 31, 2024.

NOTE 10. RISK MANAGEMENT

The Department is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; illnesses or injuries to its volunteers; and natural disasters. The Department has purchased commercial insurance to cover or reduce the risk of loss. No settlements

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

Notes to the Financial Statements
For the year ended December 31, 2024

were made during the current or prior three fiscal years that exceeded the Department's insurance coverage.

On August 29, 2021, Hurricane Ida, a category 4 storm, made landfall in Port Fourchon, Louisiana. The Department suffered damages to the stations, fire protection vehicles, and equipment. \$77,296 was collected from FEMA in the year 2024 for which the proceeds will be used to make necessary repairs.

NOTE 11. INCOME TAXES

The Fire Department is exempt from federal income tax under Section 501 (c)(4) of the Internal Revenue Code. It is exempt from Louisiana income tax under the authority of R.S. 47:121(7). The Fire Department's evaluation as of December 31, 2024 revealed no tax positions that would have a material impact on the financial statements. The 2021 through 2024 tax years remain subject to examination by the IRS. The Fire Department does not believe that any reasonably possible changes will occur within the next twelve months that will have a material impact on the financial statements.

NOTE 12. SUBSEQUENT EVENTS

Subsequent events have been evaluated through June 24, 2025, which is the date the financial statements were available to be issued.

NOTE 13. LITIGATION AND CLAIMS

At December 31, 2024, the Department was a defendant in a lawsuit arising from an vehicle accident during the course of duty. The Department plans to vigorously oppose this suit. The Department's attorney has reviewed the lawsuit in order to evaluate the likelihood of an unfavorable outcome of the Department. It is the opinion of the Department, after conferring with legal counsel, that the liability, if any, which may arise from this lawsuit would not have a material adverse effect on the Department's financial position.

Required Supplemental Information

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC
St. Rose, Louisiana

Budget Comparison Schedule
General Fund - Non-GAAP (Cash) Basis
For the Year ended December 31, 2024

	Original/Final Budget	Actual	Variance - favorable (unfavorable)
Revenues:			
Ad valorem tax	\$ -	\$ 350,000	\$ 350,000
Sales tax	-	498,348	498,348
Fire insurance rebate	-	47,438	47,438
Miscellaneous	-	147,655	147,655
Interest	-	169	169
	<hr/>	<hr/>	<hr/>
Total revenues	\$ -	\$ 1,043,611	\$ 1,043,611
	<hr/>	<hr/>	<hr/>
Expenditures:			
Repairs and maintenance	\$ 45,000	\$ 100,836	\$ 55,836
Professional fees	10,000	11,000	1,000
Insurance	79,000	76,551	(2,449)
Fuel	14,000	21,226	7,226
Supplies and materials	40,000	40,068	68
Utilities and telephone	31,800	47,373	15,573
Personnel	239,000	365,841	126,841
Fire prevention	-	480	480
Training	32,000	15,373	(16,627)
Dues and subscriptions	10,500	17,382	6,882
Office expense	2,500	2,418	(82)
Meals	15,650	14,478	(1,172)
Installation	6,000	-	(6,000)
Miscellaneous	750	22,973	22,223
Debt Service	144,289	118,774	(25,515)
Capital outlay	30,000	261,194	231,194
	<hr/>	<hr/>	<hr/>
Total expenditures	\$ 700,489	\$ 1,115,968	\$ 415,479
	<hr/>	<hr/>	<hr/>
Excess (deficiency) of revenues over expenditures	(700,489)	(72,357)	
Fund balance, beginning	not budgeted	303,048	
	<hr/>	<hr/>	
Fund balance, ending	not budgeted	230,691	
	<hr/>	<hr/>	

The accompanying notes are an integral part of this statement.

SUPPLEMENTAL INFORMATION

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

For the Year Ended December 31, 2024

*Schedule of Compensation, Benefits and Other Payments
to Agency Head or Chief Executive Officer*

Paul Hymel, Fire Chief

Purpose	Amount
Salary	\$19,804
Benefits-insurance	0
Benefits-retirement	0
Benefits-other	0
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	91
Travel	0
Registration fees	0
Conference travel	0
Continuing professional education fees	0
Housing	0
Unvouchered expenses	0
Special meals	0
Others (Uniforms/Gear)	0

This form is used to satisfy the reporting requirements of R.S. 24:513(A)(3) on Supplemental Reporting.

Reports by Management

**ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA**

**Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2024**

Section I – Internal Control and Compliance Material to the Financial Statements:

Ref. No. 2023-01

Condition: Noncompliance with state laws over disposition of surplus assets

The Department “traded-in” a fire truck as part of the purchase of a new fire truck. The purchase and disposal of the surplus property must be treated as two separate processes, utilizing one of the methods of disposal allowed by state law.

Corrective Action Taken: Resolved. However, see 2024-01 which occurred prior to the 2023 audit issuance. At that time, the board discovered this was not allowed. The board has reviewed the Legislative Auditor’s FAQ on the Disposition of Surplus Property and communicated those requirements to management and has implemented procedures to avoid noncompliance with state laws over disposition of surplus assets.

Section II – Management Letter:

There was no management letter issued in the prior year.

**ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA**

**Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 2024**

Section I – Internal Control and Compliance Material to the Financial Statements:

<u>Ref. No.</u>	2024-01
<u>Condition:</u>	Noncompliance with state laws over disposition of surplus assets
<u>Criteria:</u>	Because disposition of surplus property involves the alienation of public property, the transaction must comply with Article VII, Section 14 of the Louisiana Constitution which mandates that, at a minimum, a public entity must recover fair market value when selling surplus movable property. In general, “trading-in” is not allowed.
<u>Cause:</u>	The Department “traded-in” two units as part of the purchase of two new units. The purchase and disposal of the surplus property must be treated as two separate processes, utilizing one of the methods of disposal allowed by state law. An appraisal was not obtained to determine fair market value.
<u>Effect:</u>	Failure to dispose of the surplus vehicles in accordance with state law. Failed to obtain evidence that fair value was recovered for unit traded in.
<u>Recommendation:</u>	The board should review the state laws governing disposition of surplus property and adopt procedures to comply with those requirements in the future.
<u>Management’s response:</u>	This transaction occurred prior to the 2023 audit issuance whereby the board learned that “trade-ins” were not allowed. Since that time the board has reviewed the Legislative Auditor’s FAQ on the Disposition of Surplus Property and puts policies and procedures in place to ensure this will not occur again. The Board President has also requested that an advanced notice from the Fire Chief be made to know the plans being made with the government vehicle to make sure that all state laws are being followed in accordance with the Disposition of Surplus Property, so that this issue will not happen again going forward into the future.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

**Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 2024**

**Section I – Internal Control and Compliance Material to the Financial
Statements (continued):**

<u>Ref. No.</u>	2024-02
<u>Condition:</u>	Noncompliance with state laws over donation of surplus assets
<u>Criteria:</u>	State law stipulates the criteria for the donation of surplus movable property.
<u>Cause:</u>	The Department donated a fire truck to an out of state fire department. Under Article VII, Section 14(E), donation of surplus assets are allowed to donate moveable surplus property to another political subdivision whose functions include public safety. However, the political subdivision that the Department donated the unit to was located outside of Louisiana.
<u>Effect:</u>	Failure to dispose of the surplus vehicles in accordance with state law.
<u>Recommendation:</u>	The board should review the state laws governing disposition of surplus property and adopt procedures to comply with those requirements in the future.
<u>Management's response:</u>	The Board has reviewed the state laws regarding the disposition of surplus property and has put policies and procedures in place to ensure compliance with state law. The Board President has also requested that an advanced notice from the Fire Chief be made to know the plans being made with the Fire Truck or any other vehicle to make sure that all state laws are being followed in accordance with the Donation of Moveable Surplus Property, so that this issue will not happen again going forward into the future.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

**Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 2024**

**Section I – Internal Control and Compliance Material to the Financial
Statements (continued):**

<u>Ref. No.</u>	2024-03
<u>Condition:</u>	Noncompliance with state laws over payroll
<u>Criteria:</u>	Article VII, Section 14 of the Louisiana Constitution prohibits advance payments to employees.
<u>Cause:</u>	The Department issued an employees payroll prior to the scheduled payroll date, effectively issuing an advanced payroll check. Such transactions are considered a “loan” under Article VII, Section 14 under the Louisiana Constitution.
<u>Effect:</u>	Violation of state law.
<u>Recommendation:</u>	The board should review the state laws governing payroll and adopt procedures to comply with those requirements in the future.
<u>Management’s response:</u>	The Board will put policies and procedures in place to ensure that payroll is only issued on regularly scheduled dates in the future. The Board will make amendments to the current paid position policies already in place to state, “Under no circumstances will the St. Rose Volunteer Fire Department issue any type of payroll advance or monetary loan for any reason in accordance with the Louisiana Constitution”.
<u>Ref. No.</u>	2024-04
<u>Condition:</u>	Lack of Controls Over Payroll and Related Benefits Processing and Violation of Article VII, Section 14 of the Louisiana Constitution

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

**Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 2024**

**Section I – Internal Control and Compliance Material to the Financial
Statements (continued):**

<u>Criteria:</u>	Lack of controls in payroll processing can create an environment where errors, misappropriation, or noncompliance could occur.
<u>Cause:</u>	The Department's bookkeeper incorrectly entered health insurance premium deductions for all of the three employees who participate in health insurance. This error went undiscovered for almost a year. Since the deductions were less than the required amounts per Department policy, this error also caused a violation of Article VII, Section 14 of the Louisiana Constitution as the amounts uncollected are considered a gift to the employees, which is prohibited.
<u>Effect:</u>	This resulted in the Department overpaying the employer's percentage of the employees' health care premiums.
<u>Recommendation:</u>	The Department should implement review/authorization procedures when adding new employees in the payroll system as well as making any changes to existing employees.
<u>Management's response:</u>	On 6-12-2025 the Board President adjusted the medical deductions for all employees based on their current health premiums to reflect the correct deductions per pay check according to the department's policy. The Department will implement an authorization and review system to comply with the Department's policy. The Board President will also make the Benefit's Consultant aware of either the terminated employee or new hire to ensure benefits are correctly in place or cancelled. Two individuals will ensure that the approval and authorization regarding health benefits are checked and balanced.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

**Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 2024**

**Section I – Internal Control and Compliance Material to the Financial
Statements (continued):**

<u>Ref. No.</u>	2024-05
<u>Condition:</u>	Improper controls over cash disbursements, posting transactions to the general ledger, and bank reconciliations
<u>Criteria:</u>	Lack of controls in cash disbursements, general ledger accounting and bank reconciliations can create an environment where errors, misappropriation, or noncompliance could occur.
<u>Cause:</u>	During the course of the audit, it was discovered that numerous transactions were duplicated in the general ledger which were reported as outstanding transactions in the monthly bank reconciliations. The Department failed to research and review the outstanding transactions on the bank reconciliations which caused this error to continue for several months. This was an accounting error only. There was no duplication of actual payments made.
<u>Effect:</u>	The operating bank account's book balance was understated by \$25,184 which is material to the financial statements.
<u>Recommendation:</u>	Someone who is not part of the cash disbursement process should review the bank reconciliation each month and question any outstanding transactions and document their review.
<u>Management's response:</u>	The board will assign a person to review the bank reconciliation reports monthly. The President and the Treasurer will review the bank reconciliation reports monthly with the bookkeeper to ensure quality control of all department assets.

ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.

**Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 2024**

**Section I – Internal Control and Compliance Material to the Financial
Statements (continued):**

<u>Ref. No.</u>	2024-06
<u>Condition:</u>	Possible Ethics Violation – Paid Fire Chief is the spouse of a Department officer/board member.
<u>Criteria:</u>	Under L.R.S. 42:1119A no member of the immediate family of an agency head shall be employed in his agency. L.R.S. 42:1102(3) defines “agency head” to mean the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.
<u>Cause:</u>	The Board approved that the existing, unpaid Fire Chief position would become a paid employee position. The Fire Chief at the time, and currently, is the spouse of the Secretary of the Board. The spouse was a member of the board at the time the decision was approved.
<u>Effect:</u>	The paid fire chief and board member may possibly be in violation of the provisions of the Louisiana Code of Governmental Ethics.
<u>Recommendation:</u>	The Department should request an opinion from the Louisiana Board of Ethics to determine if a paid fire chief can be employed as such while their spouse is a member of the board of the directors.
<u>Management’s response:</u>	The Department’s board determined that they will handle the matter internally. At the board’s regularly scheduled board meeting they met and discussed the possible ethics violation. The Board gave the parties involved two options: (1) The secretary resigns from the board and is removed as a signer on the bank accounts, (2) The Fire Chief gives up his stipend and returns to a volunteer chief. On 6-22-2025, the Secretary decided to resign from the board. A formal resignation letter will be submitted and a special meeting will be held to fill the vacancy at the next business meeting on 7-2-2025.

Section II – Management Letter:

There was no management letter issued in the current year.

**OTHER REPORT REQUIRED BY
*GOVERNMENT AUDITING STANDARDS***



**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**

**Board of Directors
St. Rose Volunteer Fire Department, Inc.
St. Rose, 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 of the St. Rose Volunteer Fire Department, Inc. (the Department), a component unit of Lafourche Parish Consolidated Government, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements, and have issued our report thereon dated June 24, 2025.

Report on Internal Control over Financial Reporting

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

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

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

We did identify certain deficiencies in internal control, described in the accompanying corrective action plan for current year findings, items 2024-04 and 2024-05 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Department'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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, see items 2024-01, 2024-02, 2024-03, and 2024-06 of the accompanying corrective action plan for current year audit findings.

St. Rose Volunteer Fire Department, Inc.'s Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Department's response to the findings identified in our audit and described in the accompanying schedule of audit findings and management's corrective action plan. The Department's response was not subjected to the other auditing procedures applied in the audit of the financial statements, and, accordingly, we express no opinion on the response.

Purpose of this Report

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



Thibodaux, Louisiana
June 24, 2025



ST. ROSE VOLUNTEER FIRE DEPARTMENT, INC.
ST. ROSE, LOUISIANA

**Independent Accountant's Report
On Applying Agreed-Upon Procedures**

**Louisiana Legislative Auditor's
Statewide Agreed-Upon Procedures**

Year Ended December 31, 2024

T.S. KEARNS & CO.
CPA

(A Professional Corporation)
164 West Main Street, Thibodaux, LA 70301
South end of Canal Boulevard
(985) 447-8507 Fax (985) 447-4833
www.kearnscpa.com



**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2024**

To the Board of Directors
St. Rose Volunteer Fire Department, Inc.
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 01, 2024 through December 31, 2024. The St. Rose Volunteer Fire Department, Inc. (the Department's) management is responsible for those C/C areas identified in the SAUPs.

The Department 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 period January 01, 2024 through December 31, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

Exception noted. The Department has no written policy for this area.

- 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.

Exception noted. There is no written policy on purchasing; however, the Department adheres to the St. Charles Firemen's Association's Spending Guidelines which address item 5. It does not address items 1 - 4.

- iii. **Disbursements**, including processing, reviewing, and approving.

Exception noted. There is no written policy on disbursements; however, in the Department's Bylaws, they discuss officer duties which outlines segregation of duties over disbursements.

- 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).

Exception noted. The Department has no written policy for this area; however, in the Department bylaws, they discuss officer duties which outlines segregation of duties over receipts.

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

Exception noted. The Department has no written policy for this area.

- 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.

Exception noted. The Department has no written policy for this area.

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

Exception noted. The policy does not include a written policy of 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).

Exception noted. The policy does not address the required approvers of the statements.

- 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.

Not applicable to a nonprofit organization.

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

Exception noted. The Department has no written policy for this area.

- 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.

Exception noted. The Department has no written policy for this area.

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

Not applicable to a nonprofit organization.

2) Bank Reconciliations

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

Obtained a list of bank accounts from management and management provided representation that the 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, electronically logged);

No exceptions noted.

- ii. Bank reconciliations include written evidence that a member of management/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, electronically logged); and

No exceptions noted.

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

No exceptions noted.

3) 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 list of deposit sites from management and management provided representation that the 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 (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;

No exceptions noted.

- 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;

No exceptions noted.

- 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; and

No exceptions noted.

- 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, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

No exceptions noted.

- C. 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 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.

Not applicable. There are no cash receipts collected.

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

Exception noted. Related collection documentation not provided for one deposit.

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

No exceptions noted.

- 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).

Exception noted. One deposit did not provide evidence when the deposit was received.

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

No exceptions noted.

4) Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, & 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 a list of locations that process payments from management and management provided representation that the 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, 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;

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;

No exceptions noted.

- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

No exceptions noted.

- v. Only employee/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 #5B above, as applicable.

No exceptions noted.

- 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.

5) 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.

Obtained a list of credit cards from management and management provided representation that the listing is complete.

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

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

No exceptions noted.

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

No exceptions noted.

C. Using the monthly statements or combined statements selected under #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 (i.e., each card should have 10 transactions subject to testing). For each transaction, observe 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

No exceptions noted.

Managements Response: Procedure 1a – The Department agrees with the exceptions noted in the written policies and procedures section and will continue to work to develop written policies over all necessary areas. Procedure 3Dii and 3Div – The Department agrees with the exceptions noted in the collections section and will implement procedures to provide evidence in the future.

We were engaged by the St. Rose Volunteer Fire Department, 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 St. Rose Volunteer Fire Department, 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.

A handwritten signature in blue ink, appearing to read "T. S. Kearns & Co.", is positioned above the typed text.

Thibodaux, Louisiana
June 24, 2025