

**WINN PARISH  
FIRE PROTECTION DISTRICT NO. 3**

FINANCIAL REPORT  
DECEMBER 31, 2019

SHANNA JONES, CPA  
WINNFIELD, LOUISIANA

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**FINANCIAL REPORT**  
**DECEMBER 31, 2019**

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# *Shanna Jones, CPA*

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## INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
Winn Parish Fire Protection District No. 3  
Winnfield, Louisiana

I have audited the accompanying financial statements of the governmental activities and major fund of Winn Parish Fire Protection District No. 3, a component unit of the Winn Parish Police Jury, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

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

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

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my 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 U.S. and the *Louisiana Governmental Audit Guide*. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Winn

Parish Fire Protection District No. 3 as of December 31, 2019, 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.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, budgetary comparison information, schedules of proportionate share of net pension liability and contributions be presented to supplement the basic financial statements. The Winn Parish Fire Protection District No. 3 has not presented the Management's Discussion and Analysis but has included the Budgetary Comparison Schedule on page 30, the Schedule of the District's Proportionate Share of the Net Pension Liability on page 31, and the Schedule of the District's Contributions on page 32. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. My opinion on the basic financial statements is not affected by the missing information. I have applied certain limited procedures to the presented required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

As previously stated, my audit was conducted for the purpose of forming an opinion on financial statements that collectively comprise the District's basic financial statements. The Schedule of Compensation, Reimbursements, Benefits and Other Payments to Agency Head, Political Subdivision Head or Chief Executive Officer presented on page 34 and listed in the Table of Contents as Supplementary Information is presented for purposes of additional analysis and is not a required part of the basic financial statements but is required by Act 462 of 2015 which amends Act 706 of the Louisiana 2014 Legislative Session. This schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the Schedule of Compensation, Benefits and Other Payments is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

As allowed by Louisiana R.S. 24:513, the Louisiana Legislative Auditor has required governmental entities with public funds of \$500,000 or more to have certain agreed-upon procedures performed as included in the *Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures* (SAUPs). The District's management is responsible for those control and

compliance (C/C) areas identified in the SAUPs, see pages 40-49. The agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Governmental Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report presented on pages 50-52. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**Other Reporting Required by *Governmental Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued a report dated April 14, 2020, on my consideration of the District's internal control over financial reporting and my 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 my 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 District's internal control over financial reporting and compliance.

*Shanna Jones*

Shanna Jones, CPA  
Winnfield, Louisiana  
April 14, 2020

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2019**

	<u>Governmental Activities</u>
<b>Assets:</b>	
Current Assets:	
Cash & Cash Equivalents	\$ 414,109
Investments	335,088
Prepaid Expenses	21,481
Ad Valorem Tax Receivable	<u>586,965</u>
Total Current Assets	1,357,643
Non-Current Assets:	
Capital Assets	
Depreciable (Net)	1,175,637
Non-Depreciable	<u>818,665</u>
Total Non-Current Assets	1,994,302
Total Assets	3,351,945
<b>Deferred Outflows:</b>	
Pension Related	<u>238,931</u>
Total Assets & Deferred Outflows	3,590,876
<b>Liabilities:</b>	
Current Liabilities:	
Accounts Payable	5,656
Payroll Related Liabilities	<u>13,108</u>
Total Current Liabilities	18,764
Long-Term Liabilities:	
Compensated Absences	13,821
Net Pension Liability	<u>347,473</u>
Total Liabilities	380,058
<b>Deferred Inflows:</b>	
Pension Related	35,066
<b>Net Position:</b>	
Invested in Capital Assets	1,994,302
Unrestricted	<u>1,181,450</u>
Total Net Position	<u><u>\$ 3,175,752</u></u>

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



**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenue</u>		<u>Net (Expense)</u> <u>Revenue &amp; Changes</u> <u>in Net Position</u> <u>Government Activities</u>
		<u>Operating</u> <u>Grants &amp;</u> <u>Contributions</u>	<u>Capital</u> <u>Grants &amp;</u> <u>Contributions</u>	
Governmental Activities:				
Public Safety	\$ 942,435	\$ 36,019	\$ 5,113	\$ ( 901,303)
General Revenues:				
				613,022
				14,876
				21,699
				<u>1,709</u>
				651,306
				( 249,997)
				<u>3,425,749</u>
				<u>\$ 3,175,752</u>

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

## FUND FINANCIAL STATEMENTS

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**BALANCE SHEET—GOVERNMENTAL FUND**  
**DECEMBER 31, 2019**

	<u>Major Fund: General</u>
<b>Assets:</b>	
Current Assets:	
Cash & Cash Equivalents	\$ 414,109
Investments	335,088
Prepaid Expenses	21,481
Ad Valorem Receivable	<u>586,965</u>
Total Assets	<u><u>1,357,643</u></u>
<b>Liabilities:</b>	
Current Liabilities:	
Accounts Payable	5,656
Payroll Related Liabilities	<u>13,108</u>
Total Liabilities	<u>18,764</u>
<b>Fund Balance:</b>	
Nonspendable	21,481
Committed	245,227
Unassigned	<u>1,072,171</u>
Total Fund Balance	<u><u>1,338,879</u></u>
Total Liabilities & Fund Balance	<u><u>\$ 1,357,643</u></u>

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

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**DECEMBER 31, 2019**

Total Fund Balance for the Governmental Fund at December 31, 2019	\$ 1,338,879
Total Net Position reported for Governmental Activities in the Statement of Net Position is different because:	
Deferred Outflows—Pension Related	238,931
Capital Assets used in Governmental Activities are not financial resources and, therefore, are not reported in the fund. Those assets consist of:	
Non-Depreciable	818,665
Depreciable	5,121,440
Less: Accumulated Depreciation	( 3,945,803)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the Governmental Fund Balance Sheet:	
Compensated Absences	( 13,821)
Net Pension Liability	( 347,473)
Deferred Inflows—Pension Related	<u>( 35,066)</u>
Total Net Position of Governmental Activities at December 31, 2019	<u>\$ 3,175,752</u>

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

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE—GOVERNMENTAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Major Fund: General</u>
<b>Revenues:</b>	
Taxes	\$ 613,022
Intergovernmental:	
Fire Insurance Rebate	36,019
Grant	5,113
Miscellaneous:	
Interest Earned	21,699
Other	<u>1,709</u>
 Total Revenues	 <u>677,562</u>
 <b>Expenditures:</b>	
Current:	
Public Safety	697,097
Capital Outlay	<u>428,004</u>
 Total Expenditures	 <u>1,125,101</u>
 Excess of Expenditures & Other Financing Uses over Revenues & Other Financing Sources	   ( 447,539)
 Fund Balance—Beginning of Year	 <u>1,786,418</u>
 Fund Balance—End of Year	 <u>\$ 1,338,879</u>

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

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE OF THE GOVERNMENTAL FUND**  
**TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

Net Change in Fund Balance—Governmental Fund	\$ ( 447,539)
Amounts reported for Governmental Activities in the Statement of Activities are different because:	
Governmental Funds report Capital Outlays as expenditures. However, in the Statement of Activities the cost of these assets is allocated over their estimated useful lives as depreciation expense. The cost of Capital Assets recorded in the current period is	
	428,004
Depreciation expense on Capital Assets is reported in the Government-wide Financial Statements, but does not require the use of current financial resources and is not reported in the Fund Financial Statements. Current year depreciation expense is	
	( 168,990)
Change in Compensated Absences	( 13,821)
Non-employer Contributions to Cost-sharing Pension Plan	14,876
Pension Expense (Benefit)	<u>( 62,527)</u>
Net Change in Net Position per Statement of Activities	<u>\$ ( 249,997)</u>

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

NOTES TO FINANCIAL STATEMENTS

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

NOTE 1—INTRODUCTION

Winn Parish Fire Protection District No. 3 was created December 15, 1997, by a resolution of the Winn Parish Police Jury. The Winn Parish Fire Protection District No. 3 (the District) began operations on November 4, 1998 with the issue of \$2,250,000 in general obligation bonds. The District provides fire protection to all of Winn Parish outside of the city limits of the City of Winnfield and such area is comprised of a population of some 14,300 per latest population estimates. The District operates through a Board of Commissioners and is governed by various State of Louisiana Revised Statutes, including but not limited to LSA-RS 40:1491 to 40:1509.

NOTE 2—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of the Winn Parish Fire Protection District No. 3 conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting policies also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the *Louisiana Governmental Audit Guide*.

Reporting Entity

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

Governmental Accounting Standard Board (GASB) Statement No. 61 amended No 14's established criteria for determining which component units should be considered part of the Winn Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body and
  - a. The ability of the Police Jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Police Jury.



**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
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2. Organizations for which the Police Jury does not appoint a voting majority but are fiscally dependent on the Police Jury.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Police Jury provided construction of fire protection facilities and related equipment for those facilities for the Winn Parish Fire Protection District No.3, the District was determined to be fiscally dependent on the police jury and accordingly is considered to be a component unit of the Winn Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

Basis of Presentation

Government-Wide Financial Statements (GWFS):

GASB Statement No. 63 changed the title of Net Assets to Net Position along with standardizing the presentation of deferred outflows of resources and deferred inflows of resources and their effects on a government's net position. As required the District has implemented GASB Statement No. 63 for the fiscal year ended December 31, 2012.

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, 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 revenues.

Fund Accounting:

The accounts of the District are organized 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 manage-

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ment in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements.

The emphasis on fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity.

The major fund of the District is described below:

**Governmental Fund:**

General Fund—The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made.

Accrual Basis—Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the District as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the exchange.

Modified Accrual Basis—Fund Financial Statements (FFS)

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. The District considers all revenues available if they are collected 60 days after year end. Grant revenues are recorded when the District is entitled to the funds. In addition, the District records ad valorem revenue in the year in which the ad valorem taxes are assessed. Ad valorem taxes are assessed on January 1, levied on June 30, and become delinquent on December 31, of each year. Property taxes paid under protest are recognized in periods the tax protest is resolved. All other revenue is recognized in the year in which it is earned and available for use. Expenditures generally are recorded when a liability is

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incurred. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Assets Liabilities and Equity

Cash and Cash Equivalents—The District’s cash is considered to be cash in demand deposits and interest bearing deposits. Cash equivalents include all short term, highly liquid investments that are readily convertible to known amounts of cash and are so near their maturity that they present insignificant risk of changes in value because of interest rates.

Investments—State statutes allow the Winn Parish Fire Protection District No. 3 to invest in United States bonds, treasury notes and bills, or certificates of time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool Inc. (LAMP), a non-profit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool. Investments are stated at cost, which approximate market.

Capital Assets—The District reports property and equipment in the governmental activities column in the GWFS. Capital assets are carried at historical or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$1,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized. Also, the District’s FFS expense assets as capital outlays in the year occurring.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position.

Depreciation is provided over the assets’ estimated useful lives using the straight-line method. The assets estimated useful lives are as follows:

Office Equipment and Furniture	5 years
Firefighting Equipment	10 years
Fire Trucks	15 years
Other Vehicles	5 years
Buildings	40 years

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Equity Classifications—In the Government-Wide Financial Statements, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Invested in Capital Assets—Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position—Net Position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position—All other components of Net Position that do not meet the definition of “restricted” or “invested in capital assets.”

In the Fund Financial Statements, governmental fund equity is classified as fund balance. Beginning with fiscal year 2011, the District implemented GASB Statement 54 "Fund Balance Reporting and Governmental Fund Type Definitions". This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The government considers committed resources spent when expenditures incur for purposes which both committed and unassigned fund balances are available.

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The General Fund, the District's only major governmental fund, has a nonspendable fund balance of \$21,481 which represents prepaid expenses. During fiscal year ended December 31, 2014 the board committed \$1,300,000 to the future purchases of fire apparatus. Some of this money was used for purchasing fire apparatus and as of December 31, 2019 the remaining committed fund balance was \$245,227. The remaining fund balance of \$1,072,171 is classified as unassigned.

Pension Plan—The Winn Parish Fire Protection District No. 3 is a participating employer in a cost-sharing, multiple employer defined benefit pension plan as described in Note 9. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan. A separate audited report on the plan is available on the Louisiana Legislative Auditor's website.

As required the Winn Parish Fire Protection District No. 3 adopted during fiscal year ended December 31, 2015, GASB Statement No. 68 "Accounting and Financial Reporting for Pensions" an amendment of GASB Statement No. 27 and Statement No. 71 "Pension Transition for Contributions Made Subsequent to the Measurement Date" an amendment of GASB 68.

Budget—The proposed budget for the General Fund for the fiscal year ended December 31, 2019 was made available for public inspection and adopted in December 2018. The original budget was amended subsequent to 2019. Such budgets are prepared on the modified accrual basis of accounting.

All budgeted appropriations lapse at the end of each fiscal year. Unexpended appropriations and any excess of revenues over expenditures are carried forward to the subsequent year as beginning fund balance.

Budget amounts included in the required supplementary information to these financial statements are as originally adopted and finally amended.

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

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 3—CASH AND CASH EQUIVALENTS**

At December 31, 2019, the carrying amount of the District's cash and cash equivalents (collected bank balances) totaled \$424,191. Cash and cash equivalents are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent banks. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agents. These securities are held in the name of the pledging fiscal agent banks in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2019, the District's deposits were secured from risk by federal deposit insurance of \$250,000 and the remainder by pledged securities in the name of the District with a market value greater than the remaining amount.

Even though the pledged securities are considered uncollateralized (Category #3), the Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District that the fiscal agent has failed to pay deposited funds upon demand.

**NOTE 4—INVESTMENTS**

At December 31, 2019, investments held by the District consist of \$325,355 in certificates of deposit within a local financial institution and secured by FDIC insurance and pledged securities in the name of the District with a market value greater than the remaining amount.

Also at December 31, 2019 were investments held by the District of \$9,733 in the Louisiana Asset Management Pool (LAMP), the local government investment pool. The investment in LAMP by the District is not categorized in the three risk categories provided by GASB because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
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days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is (NUMBER- days) (from LAMP's monthly Portfolio Holdings) as of (DATE – month-end).

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

**NOTE 5—AD VALOREM TAX RECEIVABLE**

At December 31, 2019, ad valorem receivable totaled \$586,965 and was a result of ad valorem taxes assessed and levied but not remitted by year end. These receivables are considered to be fully collectible and therefore no allowance for doubtful accounts is used.

**NOTE 6—CAPITAL ASSETS**

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

<u>Governmental Activities</u>	<u>Balance 01/01/19</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/19</u>
<b>Capital Assets—Not Depreciable:</b>				
Land	\$ 58,665	\$ -	\$ -	\$ 58,665
In progress: Truck payments	<u>380,000</u>	<u>380,000</u>	<u>-</u>	<u>760,000</u>
Subtotal	<u>438,665</u>	<u>380,000</u>	<u>-</u>	<u>818,665</u>
 <b>Capital Assets—Depreciable:</b>				
Buildings & Improvements	456,767	-	-	456,767
Fire Equipment	4,552,461	48,004	-	4,600,465
Office Equipment & Furniture	<u>64,208</u>	<u>-</u>	<u>-</u>	<u>64,208</u>
Subtotal	<u>5,073,436</u>	<u>48,004</u>	<u>-</u>	<u>5,121,440</u>
Total Assets	<u>5,512,101</u>	<u>428,004</u>	<u>-</u>	<u>5,940,105</u>
 <b>Less Accumulated Depreciation:</b>				
Buildings & Improvements	227,901	14,472	-	242,373
Fire Equipment	3,501,709	150,013	-	3,651,722
Office Equipment & Furniture	<u>47,203</u>	<u>4,505</u>	<u>-</u>	<u>51,708</u>
Total Accum. Depreciation	<u>3,776,813</u>	<u>168,990</u>	<u>-</u>	<u>3,945,803</u>
 Net Capital Assets	 <u>\$1,735,288</u>			 <u>\$1,994,302</u>

Depreciation expense for the year ended December 31, 2019 of \$168,990 is charged to the public safety function.

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 7—COMPENSATED ABSENCES**

During the fiscal year ended December 31, 2019 the District began carrying forward leave from year to year, therefore \$13,821 is required to be recorded as compensated absences.

**NOTE 8—AD VALOREM TAXES**

The District levies taxes on real and business personal property located within the boundaries of the Winn Parish Fire Protection District No. 3. Property taxes are levied by the District on property values assessed by the Winn Parish Tax Assessor and approved by the State of Louisiana Tax Commission.

The Winn Parish Sheriff’s Office bills and collects property taxes for the District. Collections are remitted to the District monthly. The District recognizes property tax revenues when levied.

Property Tax Calendar

Assessment Date	January	1
Levy Date	June	30
Tax Bills Mailed	October	15
Total Taxes Due	December	31
Penalties & Interest Added	January	31
Lien Date	January	31
Tax Sale	May	15

The District is permitted to levy taxes up to 10% of the assessed property valuation for each specified purpose or, in the aggregate for all purposes 25% of the assessed valuation for the payment of principal and interest on long-term debt after the approval by voters of the District. Property taxes are recorded as receivables and revenues in the year assessed.

Assessed values are established by the Winn Parish Assessor each year on a uniform basis at the following ratios to fair market value:

10% Land	15% Machinery
10% Residential Improvements	15% Commercial Improvements
15% Industrial Improvements	25% Public Service Properties, excluding land

A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2019. Total assessed value for the District was \$69,162,969 in 2019. Louisiana state law exempts the first 7,500 of assessed value of a taxpayer’s primary residence from parish property taxes. This homestead exemption for the District was a total of \$13,587,454 of the assessed value in 2019. For the year ended December 31, 2019, taxes of 12.0 mills were authorized and levied on the properties and were dedicated to fire protection.



**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 9—EMPLOYEE RETIREMENT SYSTEM**

*Plan Description* – Beginning in the fiscal year ended December 31, 2012, all qualifying employees of the Winn Parish Fire Protection District No. 3 participate in the Louisiana Firefighters’ Retirement System (“System”), a multiple-employer (cost-sharing), governmental defined benefit pension plan, controlled and administered by a separate board of trustees.

All full-time firefighter employees of a Louisiana municipal, parish or fire protection districts and earn more than \$375 per month are required to participate in the System, with few exceptions noted in the state statute. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 20 years of credited service or 25 years of service at any age are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3% percent of their final-average compensation based on the 36 consecutive months of highest pay multiplied by their total years of service, not to exceed 100 percent.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Firefighters’ Retirement System, Post Office Box 94095, Capital Station, Baton Rouge, Louisiana 70804, by visiting their website at [www.lafirefightersret.com](http://www.lafirefightersret.com) or by calling (318) 925-4060.

*Funding Policy* - Plan members are required by state statute to contribute 10.0 percent of their annual covered salary, for wages above poverty and the Winn Parish Fire Protection District No. 3 is required to contribute at an actuarially determined rate. The rate as of 7/1/19 was 27.75 percent and as of 6/30/19 it was 26.50 percent of annual covered payroll above poverty. The contribution requirements of plan members and the Fire District are established and may be amended by state statute. The District’s combined required contributions to the System for the years ending December 31, 2019 and 2018 were \$50,534 and \$45,742 respectively.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*—At December 31, 2019, the District reported a liability of \$347,473 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of June 30, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2019, the District’s proportion was .0555%, which was an increase of 0.0102% from its proportion

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

measured as of June 30, 2018. For the year ended December 31, 2019, the District recognized pension expense (benefit) of \$(62,527) representing its proportionate share of the System's net expense, including amortization of deferred amounts.

At December 31, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Deferred Flows of Resources	<u>Outflows</u>	<u>Inflows</u>
Differences between expected and actual experience		\$ 25,065
Changes of assumptions	\$ 31,612	25
Net difference between projected and actual earnings on pension plan investments	23,367	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	165,040	9,976
Employer contributions subsequent to the measurement date	<u>18,912</u>	<u>-</u>
Totals	\$ 238,931	\$ 35,066

The District reported a total of \$18,912 as deferred outflow of resources related to pension contributions made subsequent to the plan's measurement period of June 30, 2019 which will be recognized as a reduction in net pension liability in the District's fiscal year ended December 31, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources, including remaining plan's amortization, related to pensions will be recognized in pension expense as follows:

Year	Amount
2020	\$ 44,735
2021	28,371
2022	42,860
2023	41,769
2024 and after	<u>27,218</u>
Total	<u>\$184,953</u>

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

*Actuarial Methods and Assumptions*—A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2019 are as follows:

Valuation Date	June 30, 2019
Actuarial Cost Method	Entry Age Normal Cost
Actuarial Assumptions:	
Investment Rate of Return	7.15% per annum 7.3% per annum-2018 7.4% per annum-2017 7.5% per annum-2016
Inflation Rate	2.500% per annum 2.700% per annum-2018 2.775% per annum-2017 2.875% per annum-2016
Projected Salary Increases	Vary from 14.75% in the first two years of service to 4.50% after 25 years
Cost of Living Adjustments	Only those previously granted
Expected Remaining Service Lives	7 years

*Mortality Rate*—The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System’s liabilities. The RP-2000 Combined Healthy Blue Collar Adjustment Sex Distinct Tables projected to 2031 using Scale AA were selected for the employee, annuitant, and the beneficiary mortality. The RP-2000 Disabled Lives Mortality Table set back five years for males and set back three years for females was selected for disabled annuitants. Setbacks in these tables were used to approximate mortality improvement.

The estimated long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, 2.75%. The resulting long term expected arithmetic nominal rate of return was 7.94% as of June 30, 2019. Best estimates of arithmetic real rates of return for each major asset class included in FRS’ target asset allocation as of June 30, 2019 are summarized in the following table:

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

<u>Asset Class</u>	<u>Long-Term Target Allocation</u>	<u>Expected Real Rate of Return</u>
Equity:		
US	21.5%	5.98%
Non-US	17.5%	7.52%
Global	10.0%	6.59%
Fixed Income	31.0%	2.17%
Alternatives:		
Real Estate	6.0%	4.14%
Private	4.0%	10.52%
Multi-Asset Strategies:		
Global Tactical Asset Allocation	5.0%	4.37%
Risk Parity	<u>5.0%</u>	4.67%
Total	<u>100.0%</u>	

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

*Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*— The following presents the net pension liability of the participating employers calculated using the discount rate of 7.3%, as well as what the employers’ net pension liability would be if it were calculated using a discount rate that is one percentage point lower 6.3% or one percentage point higher 8.3% than the current rate as of June 30, 2019.

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
Firefighters’ Retirement System Rates	6.15%	7.15%	8.15%
Winn Parish Fire Protection District No. 3’s Share of NPL	\$ 503,165	\$ 347,473	\$ 216,798

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE 10—SERVICES PROVIDED BY WINN PARISH POLICE JURY**

The Winn Parish Police Jury has constructed various fire protection facilities in the Winn Parish Fire District under grants to the Police Jury. In addition, the Police Jury has purchased some fire protection equipment at the facilities it constructs. At the conclusion of the construction of these facilities, the Winn Parish Fire District has assumed the operation and maintenance of such facilities and equipment under an intergovernmental agreement.

During fiscal year ended December 31, 2019 the Winn Parish Police Jury allowed the Fire District's full time employees to be included in their group health insurance. The District's reimbursement of this cost totaled \$44,394.

**NOTE 11—COMPENSATION TO BOARD MEMBERS**

The members of the Board of Commissioners of the District received compensation for their services based on the number of board meetings attended during the fiscal year end. Their payments are as follows:

Mark Johns	\$ 225
Gene Cain	225
John Holden	300
Bryan Price	150
Brian Montgomery	200
William King	300
Ronald O'Bryan	275

Some board members are also volunteer firefighters and receive additional compensation based on training sessions and structure fires attended.

**NOTE 12—RELATED PARTY TRANSACTIONS**

The District had one identified related party transactions for the year ended December 31, 2019. During the fiscal year ended December 31, 2017 the District signed a 99-year land lease with the Winn Parish Police Jury for a cost of \$1 per year which the District prepaid. The property remains in the name of the Police Jury, even at the end of the lease. The District states their intention is to have a training facility on the property.

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

NOTE 13—LEASES

During the year ended December 31, 2019, the District entered into a noncancelable operating lease for a copy machine. The lease began on September 10, 2019 and is for a period of 60 months with payments of \$132 per month. The future minimum rental payments are as follows:

2020	\$1,589
2021	1,589
2022	1,589
2023	1,589
2024	1,190

NOTE 14—OTHER POST EMPLOYMENT BENEFITS

During the year ended December 31, 2019, the District provided no post-employment benefits other than retirement. Therefore, no disclosure for GASB No. 45 is required.

NOTE 15—PENDING LITIGATION

There were no civil suits seeking damages against the District outstanding at December 31, 2019.

NOTE 16—SUBSEQUENT EVENTS

Management has evaluated events through April 14, 2020, the date which the financial statements were available for issue. There were no items to be reported as subsequent events, other than the purchase of four fire trucks was in the progress of being finalized as the trucks had been delivered.

OTHER REQUIRED  
SUPPLEMENTARY INFORMATION

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**BUDGETARY COMPARISON SCHEDULE—GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

	Budget		Actual	Variance
	Original	Final		(Unfavorable)
Revenues:				
Property Taxes	\$ 640,000	\$ 575,000	\$ 613,022	\$ 38,022
Intergovernmental:				
2% Fire Rebate	35,000	35,000	36,019	1,019
Grant	-	5,000	5,113	113
Interest	6,000	20,000	21,699	1,699
Miscellaneous	<u>2,700</u>	<u>2,000</u>	<u>1,709</u>	( 291)
Total Revenues	<u>683,700</u>	<u>637,000</u>	<u>677,562</u>	<u>40,562</u>
<b>Expenditures:</b>				
Current—Public Safety				
Payroll	385,000	389,700	331,506	58,194
Payroll Taxes	15,000	14,000	14,360	( 360)
Bank Charges	150	150	26	124
Office Expenses	7,500	7,500	7,590	( 90)
Food/Supplies Training	8,500	4,100	4,527	( 427)
Utilities	24,000	22,500	19,162	3,338
Uniforms	4,000	2,000	1,356	644
Insurance & Retirement	65,000	70,000	168,278	( 98,278)
Computer Programs	-	5,000	4,186	814
Equipment & Supplies	40,000	25,000	25,605	( 605)
Vehicle Repair & Maint.	50,000	44,000	44,696	( 696)
Property Repair & Maint.	20,000	25,000	24,028	972
Vehicle Fuel	23,000	18,000	18,075	( 75)
Legal Advertising	1,200	400	338	62
Ad/Promo/Signs	2,000	400	( 386)	786
Accounting, Audit, Legal	20,000	20,000	20,700	( 700)
Training & Vol. Reimburse	20,000	10,000	9,610	390
Board Per Diem	2,500	2,000	1,675	325
Miscellaneous	-	500	1,765	( 1,265)
Capital Outlay	<u>-</u>	<u>428,000</u>	<u>428,004</u>	( 4)
Total Expenditures	<u>687,850</u>	<u>1,088,250</u>	<u>1,125,101</u>	<u>( 36,851)</u>
Excess (Deficiency) of Revenues & Other Financing Sources over Expenditures & Other Financing Uses	( 4,150)	( 451,250)	( 447,539)	3711
Fund Balance—Beginning of Year	<u>1,786,418</u>	<u>1,786,418</u>	<u>1,786,418</u>	<u>-</u>
Fund Balance—End of Year	<u>\$1,782,268</u>	<u>\$ 1,335,168</u>	<u>\$1,338,879</u>	<u>\$ 3711</u>

See accountant's report.



**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**SCHEDULE OF DISTRICT'S PROPORTIONATE SHARE**  
**OF THE NET PENSION LIABILITY**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

Actuarial Valuation <u>Date</u>	Employer Portion of the Net Pension Liability/ <u>(Asset)</u>	Employer Proportionate Share of the Net Pension Liability/ <u>(Asset)</u>	Employer's Covered Employee <u>Payroll</u>	Employer's Proportionate Share of the Net Pension Liability/ (Asset) as a Percentage of its Covered Employee <u>Payroll</u>	Plan Fiduciary Net Position as a Percentage of the Total Pension <u>Liability</u>
06/30/19	.0555%	\$347,473	\$134,114	259.09%	73.96%
06/30/18	.0453%	260,615	107,872	241.60%	74.76%
06/30/17	.0335%	192,057	78,234	245.49%	73.55%
06/30/16	.0101%	66,004	22,751	290.12%	68.16%
06/30/15	.0108%	58,251	22,952	253.80%	72.45%

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**SCHEDULE OF PENSION CONTRIBUTIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

Actuarial Valuation <u>Date</u>	Contractually Required <u>Contribution</u>	Contributions in relation to Contractually Required <u>Contributions</u>	Contribution Deficiency <u>(Excess)</u>	Employer's Covered Employee <u>Payroll</u>	Contributions as a Percentage of Covered Employee <u>Payroll</u>
06/30/19	\$35,540	\$35,540	\$ -	\$134,114	26.50%
06/30/18	28,655	28,586	69	107,872	26.50%
06/30/17	19,800	19,754	46	78,234	25.25%
06/30/16	6,200	6,200	-	22,751	27.25%
06/30/15	6,709	6,709	-	22,938	29.25%

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

## SUPPLEMENTARY INFORMATION

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**SCHEDULE OF COMPENSATION FOR AGENCY HEAD**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

In accordance with Act 462 of 2015 which amends Act 706 of the 2014 Legislative Session the following Schedule of Compensation, Reimbursements, Benefits and Other Payment to the Political Subdivision Head or Chief Executive Officers is presented.

The Winn Parish Fire Protection District No. 3 is governed by a Board of Commissioners. Their compensation as such is noted in the Note Disclosures; however, those board members receiving additional compensation based on training sessions and structure fires attended are listed below.

Mark Johns	\$ -
John Holden	380
Gene Cain	35
Bryan Price	-
Brian Montgomery	-
Ronald O'Bryan	-
William "Buddy" King	-

The Head of Operations for the Fire District is the Chief. During the fiscal year ended December 31, 2019, Harry Foster was chief of the District. The payments to Chief Foster as required to report per Act 706 for the fiscal year ended December 31, 2019, are as follows.

Gross Pay	\$ 42,000
Retirement-Contributed by District	(N/A per statute)
Health Insurance-Paid by District	9,150
Required Cell Phone	311

A vehicle was provided to the chief for during duty hours. Also vouchered expenses purchased for the District and reimbursed were not included unless for direct benefit of chief as noted above and per Act 706.

See accountant's report.

*Shanna Jones, CPA*

*795 Big Creek Rd  
Winnfield, LA 71483  
792-8544*

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 *GOVERNMENTAL AUDITING STANDARDS*

Board of Commissioners  
Winn Parish Fire Protection District No. 3  
Winnfield, Louisiana

I have audited the financial statements of the governmental activities and major fund of Winn Parish Fire Protection District No. 3, a component unit of the Winn Parish Police Jury, as of and for the year ended December 31, 2019, and related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued my report thereon dated April 14, 2020. I conducted my 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 U.S. and the *Louisiana Governmental Audit Guide*.

**Internal Control Over Financial Reporting**

In planning and performing the audit of the financial statements, I considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District'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 District'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.

My 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

(Continued)

limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Winn Parish Fire Protection District No. 3's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my 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 my 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.



Shanna Jones, CPA  
Winnfield, Louisiana  
April 14, 2020

Concluded

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**SCHEDULE OF FINDINGS**  
**YEAR ENDED DECEMBER 31, 2019**

**A. SUMMARY OF AUDIT RESULTS**

1. The Auditor's Report expresses an unmodified opinion on the financial statements of the Winn Parish Fire Protection District No. 3.
2. There were no material weakness noted during the audit of the financial statements.
3. There were no instances of noncompliance material to the financial statements of the Winn Parish Fire Protection District No. 3 that were disclosed during the audit.

**B. FINANCIAL STATEMENTS AUDIT**

None.

**C. PRIOR YEAR FINDINGS**

**Material Weakness**

**18-01 Adjustments to Expenditures and Revenues**

Finding—The financial statements were materially adjusted for ad valorem tax revenue receivable and for accounts payable related to insurance expenditures. It appears that while the current year receivable was included the prior year was not removed causing a \$49,724 overstatement of revenues. Currently for expenditures, invoices are recorded as payable based on invoice date. However, the general liability insurance sent their subsequent fiscal year end policy renewal invoices (dated for the current fiscal year end but with coverage dates for the future fiscal year end). These policies were included as payables and expenditures causing an overstatement of expenses for \$44,862 which was the primary amount of misstated payables.

Status—While receivables and insurance were adjusted this did not cause an unfavorable budget variance for the current year.

**Significant Deficiency**

**Compliance**

**18-02 Lack of Written Policies and Procedures**

Finding—In performing prior year Statewide AUPs, noted written policies and procedures required were verbal except for payroll policies during fiscal year ended December 31, 2017. When auditing 2019 requested written policies, client stated not approved during fiscal year end December 31, 2019.

Status—We had verbal policies in place which were being followed. We were in the process of writing the policies and procedures we use and implementing a process to monitor these written policies. We have subsequently approved written procedures.

(Continued)

**WINN PARISH FIRE PROTECTION DISTRICT NO. 3**  
**SCHEDULE OF FINDINGS (Continued)**  
**YEAR ENDED DECEMBER 31, 2019**

18-03 Compliance with Regulatory Statues—LA R.S. 24:523

Finding—In performing inquiry procedures Client stated some equipment was noted stolen from one of the fire stations. The Sheriff was called and investigated; however, the law states the DA and Louisiana Legislative Auditor must also be notified. Auditor inquired of Sheriff status and if the others were informed. Sheriff said no leads, open investigation and with no suspect DA not notified.

Status —Corrected.

18-04 Adequate Controls over Payroll Functions

Finding—An employee of the District was noted as having both state retirement withheld and social security withheld from his check, although the contributions (both employer and employee) were remitted to the System and to SSA.

Status —Corrected.

Concluded



STATEWIDE AGREED UPON PROCEDURES

# Shanna Jones, CPA

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING LOUISIANA LEGISLATIVE AUDITOR'S STATEWIDE AGREED-UPON PROCEDURES

Board of Commissioners  
of the Winn Parish Fire Protection District No. 3  
and the Louisiana Legislative Auditor:

I have performed the procedures enumerated below, which were agreed to by the management of the Winn Parish Fire Protection District No. 3 (the District), and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Winn Parish Fire Protection District No. 3's compliance with certain laws and regulations during the fiscal year ended December 31, 2019, included in the *Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures* (SAUPs). The District's management is responsible for those control and compliance (C/C) areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

### WRITTEN POLICIES AND PROCEDURES

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget  
No exception noted.
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

Contracted accountant uses QuickBooks software and adds vendors as needed. Chief initiates purchases. These items are not noted in the policy; however documentation requirements and board approval for large purchases and to ensure compliance with Public Bid Law are documented in policy.

- c) **Disbursements**, including processing, reviewing, and approving  
No exceptions noted.
- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).  
None appear to originate with District. No exceptions noted.
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.  
No exception noted.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process  
District rarely enters into contracts and written policy only notates "will be on as needed basis."
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)  
No exception noted.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers  
No exception noted.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.  
Written policy did not appear to address actions upon violation nor signature verification.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
District has no debt but policy states will obtain State approval before debt occurs.
- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups

can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

District added this area to its written policies subsequent to fiscal year end.

#### BOARD OR FINANCE COMMITTEE, if applicable

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

No exception noted.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.

Noted documentation showing monthly budget to actual comparisons for the Board to review.

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

N/A, the prior year audit report had no negative unrestricted fund balance.

#### BANK RECONCILIATIONS

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

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

No exception noted.

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

Minutes referenced approval of financial data. Management provided copies of data sent to meetings including bank reconciliations.

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

No exception noted.

#### COLLECTIONS

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

Management provided listing and representation.

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

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

Management stated no cash collected; checks received via mail at central station.

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

Again, noted no cash collected. Chief opens mail and brings checks and supporting documentation to accountant to deposit and input to software.

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

No cash; accountant records the check deposits to the general fund and reconciles the related account.

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

See (b) and (c).

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

No cash noted and no evidence of bonds.

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the 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:*

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

Items collected and remitted to District appear to have alternative supporting documentation.

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

No items appear to originate with the District.

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

No exception noted.

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

As deposits are from checks mailed to the District, Chief stamps received date. First deposit sampled showed week between receive date and deposit; however second sampled was within the one day limit. Appears client self-corrected issue; therefore no finding deemed necessary.

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

No exception noted.

#### NON-PAYROLL DISBURSEMENTS

(excluding card purchases/payments, travel reimbursements, and petty cash purchases)

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

Obtained listing and representation letter.

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

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Chief initiates purchase. Invoice sent to accountant for input and check printing. Two board members sign approval.

- b) At least two employees are involved in processing and approving payments to vendors.

Invoice, initialed by Chief as approval, is given to accountant for payment. Two board members sign check as approval and whole board questions costs at monthly meeting.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

It does not appear that the person responsible for processing payments, accountant, is prohibited from adding vendors. However, supporting invoice was noted for each payment selected and only board members sign checks.

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

Board has signing authority and does not record purchases. Chief mails checks.

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe that the disbursement matched the related original invoice/billing statement.

No exception noted.

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

No exception noted.

#### CREDIT CARDS/DEBIT CARDS/FUEL CARDS/P-CARDS

- 11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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 listing and representation letter.

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

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

On the monthly statements selected, noted approval in writing by Chief and majority of purchases had supporting invoices attached in addition to statements' detailed reports.

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

No exception noted.

- 13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

Majority have original itemized receipt identifying purchase. Receipt detail available with vendor notation of purchase, while not all have formal business purpose documented, can ascertain useable for governmental purposes. For meal charges, appear to have documentation of group participating.

#### TRAVEL AND EXPENSE REIMBURSEMENT (excluding card transactions)

- 14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

Obtained management's representation and listing—no travel related expense reimbursements noted for current fiscal year end.

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

N/A for current year.

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

N/A for current year.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

N/A for current year.

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

N/A for current year.



## CONTRACTS

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

Obtained management representation and listing.

- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law or Louisiana Procurement Code (e.g., solicited quotes or bids, advertised), if required by law.

No exceptions noted.

- b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

No exceptions noted.

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

Noted no amendments.

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions noted.

## PAYROLL AND PERSONNEL

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Obtained listing and representation.

Appear to comply with pay rates approved by Board.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

No exception noted.

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

No exception noted.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

No exception noted.

- 18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

Obtained listing and representation. Noted termination payments appear to be in strict accordance with written payroll leave policy and approved.

- 19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Obtained management's representation.

#### ETHICS

- 20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

No exception noted in selection.

- b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

No signature attestation noted nor included in written policy for current fiscal year end. Subsequent to fiscal year end, amended written policy to include requirement.

#### DEBT SERVICE

- 21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

N/A

- 22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

N/A

## OTHER

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

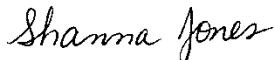
None per management's representation.

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

Noted fraud hotline notice posted on premises and website.

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

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



Shanna Jones, CPA  
Winnfield, Louisiana  
April 14, 2020

WINN PARISH FIRE PROTECTION DISTRICT NO. 3  
8920 HWY. 501  
WINNFIELD, LA 71483

April 14, 2020

Shanna Jones, CPA  
795 Big Creek Rd  
Winnfield, LA 71483

In connection with your engagement to apply agreed-upon procedures to certain control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period January 1, 2019 through December 31, 2019, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We are responsible for the C/C areas identified in the SAUPs, including written policies and procedures; board or finance committee; bank reconciliations; collections; non-payroll disbursements; credit/debit/fuel/purchasing cards; travel and travel-related expense reimbursement; contracts; payroll and personnel; ethics; debt service; and other areas, as applicable.  

Yes  No
2. For the fiscal period January 1, 2019 through December 31, 2019, the C/C areas were administered in accordance with the best practice criteria presented in the SAUPs.  

Yes  No
3. We are responsible for selecting the criteria and procedures and for determining that such criteria and procedures are appropriate for our purposes.  

Yes  No
4. We have disclosed to you all known matters contradicting the results of the procedures performed in C/C areas.  

Yes  No
5. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the C/C areas, including communications received between December 31, 2019, and April 14, 2020.  

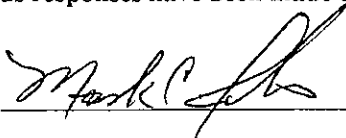
Yes  No
6. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.  

Yes  No

7. We represent that the listing of bank accounts provided to you is complete. We also represent that we have identified and disclosed to you our main operating account.
- Yes  No
8. We represent that the listing of deposit sites for the fiscal period that we provided to you is complete.
- Yes  No
9. We represent that the listing of collection locations for the fiscal period that we provided to you is complete.
- Yes  No
10. We represent that the listing of locations that process payments for the fiscal period that we provided to you is complete.
- Yes  No
11. We represent that the non-payroll disbursement transaction population for each location that processes payments for the fiscal period that we provided to you is complete.
- Yes  No
12. We represent that the listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards, that we provided to you is complete.
- Yes  No
13. We represent that the listing of all travel and travel-related expense reimbursements during the fiscal period that we provided to you is complete.
- Yes  No
14. We represent that the listing of all agreements/contracts (or active vendors) for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period that we provided to you is complete.
- Yes  No
15. We represent that the listing of employees/elected officials employed during the fiscal period that we provided to you is complete.
- Yes  No

16. We represent that the listing of employees/officials that received termination payments during the fiscal period that we provided to you is complete.  
Yes  No
17. We represent that the employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines during the fiscal period.  
Yes  No
18. We represent that the listing of bonds/notes issued during the fiscal period that we provided to you is complete.  
Yes  No
19. We represent that the listing of bonds/notes outstanding at the end of the fiscal period that we provided to you is complete.  
Yes  No
20. We represent that the listing of misappropriations of public funds and assets during the fiscal period that we provided to you is complete.  
Yes  No
21. We have disclosed to you other data you deemed necessary to complete SAUPs.  
Yes  No
22. We have responded fully to all inquiries made by you during the engagement.  
Yes  No
23. We are not aware of any events that have occurred subsequent to December 31, 2019, that would require adjustment to or modification of the results of the agreed-upon procedures.  
Yes  No

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

Signature  Date 4/14/20

Title President