

Schriever Fire Protection District
Terrebonne Parish Consolidated Government

Annual Financial Report
Year Ended December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Schriever, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the governmental activities and the major funds of the Schriever Fire Protection District, a component unit of the Terrebonne 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 District'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 financial position and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

The District's 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, 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 District'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 opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS 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 GAAS and GAS, 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 District'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 District's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 5 through 8, the Budgetary Comparison Schedule – General Fund on page 29, the Schedule of Employer's Share of Net Pension Liability on page 30, and the Schedule of Employer Contributions on page 31 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

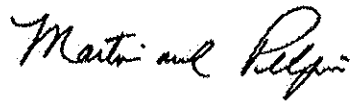
Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Schriever Fire Protection District's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to District Head on page 32 is presented for 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 relates 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 Schedule of Compensation, Benefits, and Other Payments to District Head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 21, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of 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.

A handwritten signature in cursive script, appearing to read "Martin and Pelgri".

Houma, Louisiana
May 21, 2025

MANAGEMENT'S DISCUSSION AND ANALYSIS

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Management's Discussion and Analysis
Year Ended December 31, 2024

As management of the Schriever Fire Protection District (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the year ended December 31, 2024.

FINANCIAL HIGHLIGHTS

- Schriever Fire Protection District's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$5,436,488 (net position) as of December 31, 2024.
- Revenues exceeded expenditures by \$99,946 during the year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis serves as an introduction to the District's financial statements. The Schriever Fire Protection District's financial statements consist of the following:

Statement of Net Position. This statement combines and consolidates the governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations, regardless if they are currently available or not.

Statement of Activities. Consistent with the full accrual basis of accounting method, this statement accounts for the entity-wide current year revenues and expenses regardless of when cash is received or paid.

Balance Sheet – Governmental Funds. This statement presents the District's assets, liabilities, and fund balance for its general and debt service funds only.

Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Fund Type. Consistent with the modified accrual basis of accounting method, this statement accounts for current year revenues when received except when they are measurable and available. Expenditures are accounted for in the period that goods and services are used in the government's activities. In addition, capital asset purchases are expensed and not recorded as an asset. The statement also exhibits the relationship of revenues and expenditures with the change in fund balance.

Notes to the Financial Statements. The accompanying notes provide additional information essential to a full understanding of the data provided in the basic financial statements.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Management's Discussion and Analysis
Year Ended December 31, 2024

BASIC FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$5,436,488 at the close of the most recent year, December 31, 2024. The largest portions of the District's total assets are cash and cash equivalents (34%), and capital assets, net of accumulated depreciation (45%).

The District's Net Position

	December 31,	
	2024	2023
ASSETS		
Current assets	\$ 4,992,087	\$ 4,593,435
Capital assets, net of accumulated depreciation	4,138,118	4,560,463
TOTAL ASSETS	9,130,205	9,153,898
DEFERRED OUTFLOWS OF RESOURCES	571,997	515,250
LIABILITIES		
Current liabilities	34,532	84,018
Long-term liabilities	2,105,488	2,162,329
TOTAL LIABILITIES	2,140,020	2,246,347
DEFERRED INFLOWS OF RESOURCES		
Ad valorem taxes revenue	2,109,392	2,067,097
Pension-related	16,302	19,162
TOTAL DEFERRED INFLOWS OF RESOURCES	2,125,694	2,086,259
NET POSITION		
Net investment in capital assets	2,718,118	2,985,463
Restricted	373,019	385,001
Unrestricted	2,345,351	1,966,078
TOTAL NET POSITION	\$ 5,436,488	\$ 5,336,542

Total assets plus deferred outflows of resources increased by \$33,054, and total liabilities plus deferred inflows of resources decreased by \$66,892. The increase in assets and deferred outflows of resources is primarily due to the increase in cash and cash equivalents of \$500,550. The decrease in liabilities and deferred inflows of resources is mostly due to the decrease of \$49,486 in accounts payable.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Management's Discussion and Analysis
Year Ended December 31, 2024

During the year, the District's net position increased by \$99,946. The elements of the increase are as follows:

The District's Changes in Net Position

	For the Year Ended December 31,	
	2024	2023
REVENUES		
Taxes	\$ 1,893,737	\$ 2,007,893
Other	254,489	166,779
State supplemental pay	64,520	38,927
State revenue sharing	45,968	35,355
TOTAL REVENUES	2,258,714	2,248,954
EXPENSES		
General government	68,863	110,183
Public safety	1,500,819	1,479,642
Interest	66,788	71,802
Depreciation	522,298	470,157
TOTAL EXPENSES	2,158,768	2,131,784
CHANGE IN NET POSITION	99,946	117,170
NET POSITION - BEGINNING	5,336,542	5,219,372
NET POSITION - ENDING	\$ 5,436,488	\$ 5,336,542

As indicated above, net position increased by \$99,946 in 2024, which indicates revenues were sufficient to cover expenses incurred during the year. Total revenues and expenses for the year ended December 31, 2024 were similar to that of the prior year.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Management's Discussion and Analysis
Year Ended December 31, 2024

CAPITAL ASSETS

As of December 31, 2024, the District had \$4,138,118 invested in capital assets as follows:

	<u>2024</u>	<u>2023</u>
Capital assets	\$ 9,288,037	\$ 9,188,084
Less accumulated depreciation	<u>(5,149,919)</u>	<u>(4,627,621)</u>
	<u>\$ 4,138,118</u>	<u>\$ 4,560,463</u>

Capital assets consist of land, buildings and improvements, vehicles and equipment, and office furniture and equipment. Depreciation expense for the year is \$522,298.

VARIATIONS BETWEEN ORIGINAL AND FINAL BUDGETS AND ACTUAL RESULTS

The District's annual budget is adopted on a modified accrual basis of accounting excluding certain noncash items, such as depreciation. The District amended its budget once during the year. Total budgeted expenditures decreased by \$200,000 from the original amount to accommodate for a reduction in capital outlay.

The District's actual revenues were less than the budgeted revenues by \$79,544, an unfavorable variance of 3.67%. The District's actual expenditures were less than the budgeted expenditures by \$139,786, a favorable variance of 7.85%.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with such an interest. If you should have any further questions concerning any of the information provided in this report or have a request for additional financial information, please direct your inquiries to:

Mr. Christopher Bourgeois, Fire Chief
1529 West Park Ave
Schriever, Louisiana 70395

FINANCIAL STATEMENTS

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Statement of Net Position and
Governmental Fund Balance Sheet
December 31, 2024

	General Fund	Debt Service Fund	Totals	Adjustments (Page 10)	Statement of Net Position
ASSETS					
Current assets:					
Cash and cash equivalents	\$ 2,672,607	\$ 392,693	\$ 3,065,300	\$ -	\$ 3,065,300
Receivables - taxes	343,940	34,394	378,334	-	378,334
Due from other governments	1,380,030	134,615	1,514,645	-	1,514,645
Prepaid insurance	-	-	-	33,808	33,808
Total current assets	4,396,577	561,702	4,958,279	33,808	4,992,087
Capital assets, net of accumulated depreciation of \$5,149,919	-	-	-	4,138,118	4,138,118
TOTAL ASSETS	4,396,577	561,702	4,958,279	4,171,926	9,130,205
DEFERRED OUTFLOWS OF RESOURCES - PENSION	-	-	-	571,997	571,997
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 4,396,577</u>	<u>\$ 561,702</u>	<u>\$ 4,958,279</u>	<u>4,743,923</u>	<u>9,702,202</u>
LIABILITIES					
Current liabilities:					
Accounts payable	\$ 34,532	\$ -	\$ 34,532	-	34,532
Noncurrent liabilities:					
Due within one year	-	-	-	170,000	170,000
Due after one year	-	-	-	1,935,488	1,935,488
Total noncurrent liabilities	-	-	-	2,105,488	2,105,488
TOTAL LIABILITIES	34,532	-	34,532	2,105,488	2,140,020
DEFERRED INFLOWS OF RESOURCES					
Ad valorem taxes revenue	1,920,709	188,683	2,109,392	-	2,109,392
Pension	-	-	-	16,302	16,302
TOTAL DEFERRED INFLOWS OF RESOURCES	1,920,709	188,683	2,109,392	16,302	2,125,694
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u>1,955,241</u>	<u>188,683</u>	<u>2,143,924</u>	<u>2,121,790</u>	<u>4,265,714</u>
FUND BALANCES/NET POSITION					
Restricted-debt service	-	373,019	373,019	(373,019)	-
Unassigned	2,441,336	-	2,441,336	(2,441,336)	-
TOTAL FUND BALANCES	2,441,336	373,019	2,814,355	(2,814,355)	-
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 4,396,577</u>	<u>\$ 561,702</u>	<u>\$ 4,958,279</u>		
Net investment in capital assets				2,718,118	2,718,118
Restricted-debt service				373,019	373,019
Unrestricted				2,345,351	2,345,351
TOTAL NET POSITION				<u>\$ 5,436,488</u>	<u>\$ 5,436,488</u>

See accompanying notes.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Reconciliation of the Balance Sheet of the Governmental
Fund to the Statement of Net Position
December 31, 2024

Fund balances - governmental fund	\$	2,814,355
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Amounts reported for governmental activities in the Statement of
Net Position are different because:

Capital assets of \$9,288,037, net of accumulated depreciation of \$5,149,919, are not financial resources and, therefore, are not reported in the funds.		4,138,118
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Other assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds.

Prepaid insurance		33,808
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Deferred outflows of resources related to net pension liability are not available resources, and therefore, are not reported in the funds.		571,997
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Deferred inflows of resources related to net pension liability are not payable from current expendable resources, and therefore, are not reported in the funds.		(16,302)
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Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Bond payable		(1,420,000)
Net pension liability		(685,488)

Total net position of governmental activities	\$	<u>5,436,488</u>
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See accompanying notes.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Statement of Activities and Statement of
Governmental Fund Revenues, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2024

	General Fund	Debt Service Fund	Totals	Adjustments (Page 12)	Statement of Activities
REVENUES					
Taxes	\$ 1,721,579	\$ 172,158	\$ 1,893,737	\$ -	\$ 1,893,737
Intergovernmental					
State of Louisiana:					
State revenue sharing	45,968	-	45,968	-	45,968
Fire insurance tax	65,221	-	65,221	-	65,221
Supplemental pay	64,520	-	64,520	-	64,520
Miscellaneous					
Investment income	103,372	-	103,372	-	103,372
Other	84,608	-	84,608	-	84,608
					-
Total revenues	<u>2,085,268</u>	<u>172,158</u>	<u>2,257,426</u>	<u>-</u>	<u>2,257,426</u>
EXPENDITURES/EXPENSES					
Current:					
General government:					
Ad valorem tax deductions	<u>62,603</u>	<u>6,260</u>	<u>68,863</u>	<u>-</u>	<u>68,863</u>
Public safety:					
Personal services	956,724	-	956,724	15,127	971,851
Supplies and materials	77,516	-	77,516	-	77,516
Other services and charges	315,038	-	315,038	7,934	322,972
Repairs and maintenance	128,480	-	128,480	-	128,480
Depreciation	-	-	-	522,298	522,298
					-
Total public safety	<u>1,477,758</u>	<u>-</u>	<u>1,477,758</u>	<u>545,359</u>	<u>2,023,117</u>
Debt service:					
Principal retirement	-	155,000	155,000	(155,000)	-
Interest and fiscal charges	-	66,788	66,788	-	66,788
					-
Total debt service	<u>-</u>	<u>221,788</u>	<u>221,788</u>	<u>(155,000)</u>	<u>66,788</u>
Capital outlay	<u>99,953</u>	<u>-</u>	<u>99,953</u>	<u>(99,953)</u>	<u>-</u>
					-
Total expenditures/expenses	<u>1,640,314</u>	<u>228,048</u>	<u>1,868,362</u>	<u>290,406</u>	<u>2,158,768</u>
Excess (Deficiency) of Revenues Over Expenditures/Expenses Before Other Financing Sources (Uses)	444,954	(55,890)	389,064	(290,406)	98,658
Other Financing Sources (Uses)					
Insurance proceeds	1,288	-	1,288	-	1,288
Transfers-in	-	20,483	20,483	-	20,483
Transfers-out	(20,483)	-	(20,483)	-	(20,483)
Excess (Deficiency) of Revenues Over Expenditures/Expenses	425,759	(35,407)	390,352	(390,352)	-
Change in Net Position	-	-	-	99,946	99,946
Fund Balances/ Net Position					
Beginning of year	<u>2,015,577</u>	<u>408,426</u>	<u>2,424,003</u>	<u>2,912,539</u>	<u>5,336,542</u>
End of year	<u>\$ 2,441,336</u>	<u>\$ 373,019</u>	<u>\$ 2,814,355</u>	<u>\$ 2,622,133</u>	<u>\$ 5,436,488</u>

See accompanying notes.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances – Governmental Fund to the
Statement of Activities
Year Ended December 31, 2024

Change in fund balances - governmental funds		\$ 390,352
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures, whereas in the Statement of Activities, these costs are depreciated over their estimated useful lives.		
Depreciation expense	(522,298)	
Capital outlays	<u>99,953</u>	(422,345)
Other assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds.		
Decrease in prepaid insurance		(7,934)
Governmental fund reports debt incurrence as an other financing source and debt repayments as an expenditure, whereas these are not presented on the Statement of Activities.		
Principal payments		155,000
Effects of recording net pension liability and deferred inflows and outflows of resources related to net pension liability		<u>(15,127)</u>
Change in net position of governmental activities		<u><u>\$ 99,946</u></u>

See accompanying notes.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Schriever Fire Protection District (the District) was created by the Terrebonne Parish Consolidated Government, pursuant to Louisiana Revised Statutes 40:1493 and 40:1494. The District is governed by a board of five commissioners appointed by the Parish Council. The District provides fire protection and related services and facilities in Terrebonne Parish within the boundaries established by the ordinance. It covers an area including Schriever, Gray, and Ellsworth.

The Schriever Fire Protection District complies with accounting principles generally accepted in the United States of America (GAAP). GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The more significant of the District's accounting policies are described below.

A. REPORTING ENTITY

Because the Parish Council appoints the governing board and thusly can impose its will, the Schriever Fire Protection District was determined to be a component unit of the Terrebonne Parish Consolidated Government, the governing body of the Parish and the governmental body with financial accountability. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the Terrebonne Parish Consolidated Government, the general government services provided by that governmental unit, or the other governmental units that comprise the governmental reporting entity.

The District has reviewed all of its activities and determined that there are no potential component units that should be included in its financial statements.

B. METHOD OF ACCOUNTING

GASB statements established standards for external financial reporting for all state and local governmental entities which includes a statement of net position and a statement of activities. It requires the classification of net position into three components – net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

Net investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Restricted – This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted – This component of net position consists of net position that does not meet the definition of "restricted" or "net investment in capital assets".

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the District considers restricted funds to have been spent first.

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied. It establishes fund balance classifications that comprise hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. These classifications are defined as follows:

Nonspendable – This component of fund balance includes amounts that cannot be spent due to form, including inventories and prepaid amounts. Also included are amounts that must be maintained intact legally or contractually.

Restricted – This component of fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed – This component of fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the District's highest level of decision-making authority. The Board of Commissioners must vote on commitments.

Assigned – This component of fund balance is intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. The Board of Commissioners can vote on applicable assigned amounts.

Unassigned – This component of fund balance is the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications.

Stabilization funds – This component of fund balance covers such things as revenue shortfalls, emergencies, or other purposes. The authority to set aside resources often comes from a statute, ordinance, or constitution.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

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

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

C. FUND TYPES

The District reports the following fund type:

Governmental Funds

Governmental Funds are those through which the governmental functions of the District are financed. The acquisition, use, and balances of the District's expendable financial resources and the related liabilities are accounted for through Governmental Funds.

The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following are the Governmental Funds of the District:

General Fund – The General Fund is the general operating fund of the District. It is used to account for all financial resources not accounted for and reported in another fund. The General Fund is always a major fund.

Debt Service Fund – The Debt Service Fund is used to account for and report financial resources that are restricted, committed or assigned to expenditure for principal, interest and related costs. The Debt Service Fund is reported as a major fund.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS)

The government-wide financial statements display information as a whole. These statements include all the financial activities. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions.

Fund Financial Statements (FFS)

The amounts reflected in fund financial statements are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of operations.

The amounts reflected in the fund financial statements use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined, and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District considers all revenues available if they are collected within sixty days after the fiscal year-end. Expenditures are recorded when the related fund liability is incurred.

E. CASH AND CASH EQUIVALENTS

The District considers all highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

F. ALLOWANCE FOR UNCOLLECTIBLE RECEIVABLES

The District's primary revenue source, ad valorem taxes, becomes delinquent if not paid by January 1st following the year of assessment. Unpaid taxes attach as an enforceable lien on property. The Board of Commissioners determined, based on prior historical information, that uncollectible receivables are immaterial to the District's financial statements.

G. CAPITAL ASSETS

Capital assets, consisting of land, buildings and improvements, furniture and equipment, and vehicles are presented on the Statement of Net Position. Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Donated capital assets are valued at their estimated acquisition value on the date donated. 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:

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Buildings and improvements	20 - 40 years
Office furniture and equipment	5 - 20 years
Vehicles and equipment	5 - 25 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

H. COMPENSATED ABSENCES

Annual leave is recorded as an expenditure of the period in which paid. Employees of the District can earn 144 hours of vacation leave and 16 hours of personal leave. Leave is awarded on the employee's anniversary date and must be taken during that year. It cannot be carried forward to the next year. Unused annual leave is due to the employee at the time of termination at an "hour-for-hour" rate. Accumulated leave as of the end of the year is valued using employees' current rates of pay, and is not material in relation to the District's financial statements.

In accordance with Louisiana State Revised Statute 33:1995, every firefighter shall be entitled to full pay during sickness for a period of not less than fifty-two weeks. However, this amount is not accrued and not payable upon termination.

I. ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Estimates of the District primarily relate to capital assets' useful lives.

J. OPERATING BUDGETARY DATA

As required by Louisiana Revised Statute 39:1303, the Board of Commissioners adopted a budget for the District's General Fund. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the Board. All budgeted amounts that are not expended or obligated through contracts lapse at year-end. The budget was amended once during the year.

The General Fund budget is adopted on a basis materially consistent with accounting principles generally accepted in the United States of America.

K. ENCUMBRANCES

Encumbrance accounting, under which purchase orders, contracts, and other commitments are recorded in the fund general ledgers, is not utilized by the District.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 2 – DEPOSITS AND INVESTMENTS

Under state law, the District may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of another state in the Union, or the laws of the United States.

State law requires that deposits of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes the FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision.

As of December 31, 2024, the District has deposits as follows:

	<u>Bank Balances</u>	<u>Reported Balances</u>
Cash and cash equivalents	<u>\$ 748,648</u>	<u>\$ 742,635</u>

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has a policy for custodial credit risk. As of December 31, 2024, \$366,483 of the District's bank balances were exposed to credit risk. These were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the District's name.

As of December 31, 2024, bank deposits were adequately collateralized in accordance with state law by securities held by unaffiliated banks for the account of the District. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers the securities subject to custodial credit risk. Even though the pledged securities are considered subject to custodial credit risk under the provisions of GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

Investments:

State statutes authorize the District to invest in obligations of the U.S. Treasury, agencies and instrumentalities; guaranteed investment contracts and investment grade (A-1/P-1) commercial paper of domestic corporations; repurchase agreements; and the Louisiana Asset Management Pool (LAMP).

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 2 – DEPOSITS AND INVESTMENTS (cont.)

As a means of limiting its exposure to fair value losses arising from interest rates, the District's investment policy limits investments to securities with maturity dates less than six months from the date of purchase unless the investment is matched to a specific cash flow.

Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The District's investment policy requires the application of the prudent-person rule. The policy states, *investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. Primary emphasis shall be placed upon the safety of such funds in an effort to minimize risk while earning maximum returns.* The District's investment policy limits investments to those discussed earlier in this note.

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Investments in external investment pools are not exposed to custodial credit risk because of their natural diversification and the diversification required by Securities and Exchange Commission.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. 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.

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is an investment pool that, to the extent practical, invests in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

- Credit risk: LAMP is rated AAAm by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 2 – DEPOSITS AND INVESTMENTS (cont.)

- Interest rate risk: 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 days for US Government floating/variable rate investments. The WAM for LAMP's total investments is 68 days as of December 31, 2024.
- Foreign currency risk: Not applicable.

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. Investments in LAMP as of December 31, 2024 amounted to \$2,322,665 and are classified on the Statement of Net Position as "Cash and cash equivalents".

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

A reconciliation of deposits and investments as shown on the Statement of Net Position is as follows:

Reported amount of deposits	\$ 742,635
Reported amount of investments	<u>2,322,665</u>
Total	<u><u>\$ 3,065,300</u></u>
Cash and cash equivalents	\$ 3,065,300
Investments	<u>-</u>
Total	<u><u>\$ 3,065,300</u></u>

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 3 – CAPITAL ASSETS

Capital assets are valued at historical cost. Depreciation of all capital assets is calculated over the estimated useful lives using the straight-line method. Capital asset activity for the year ended December 31, 2024 was as follows:

<u>Governmental Activities</u>	<u>January 1, 2023</u>	<u>Additions</u>	<u>Deletions/ Reclassifications</u>	<u>December 31, 2023</u>
Capital assets not being depreciated:				
Land	\$ 413,477	\$ -	\$ -	\$ 413,477
Capital assets being depreciated:				
Buildings and improvements	3,651,510	56,220	-	3,707,730
Office furniture and equipment	42,084	9,768	-	51,852
Vehicles and equipment	5,081,013	33,965	-	5,114,978
Total capital assets being depreciated	8,774,607	99,953	-	8,874,560
Less accumulated depreciation for:				
Buildings and improvements	(1,116,754)	(159,684)	-	(1,276,438)
Office furniture and equipment	(25,993)	(6,230)	-	(32,223)
Vehicles and equipment	(3,484,874)	(356,384)	-	(3,841,258)
Total accumulated depreciation	(4,627,621)	(522,298)	-	(5,149,919)
Total capital assets being depreciated, net	4,146,986	(422,345)	-	3,724,641
Total capital assets, net of depreciation	\$ 4,560,463	\$ (422,345)	\$ -	\$ 4,138,118

NOTE 4 – LONG-TERM OBLIGATIONS

As of December 31, 2024, the District had outstanding General Obligation Bonds Series 2011 totaling \$1,420,000 bearing an average interest rate of 4.25% over the remaining life of the bonds. The bonds are payable through March 1, 2031 primarily from ad valorem tax revenues, \$1,893,737 for the year ended December 31, 2024.

Through December 31, 2024, the District has recognized obligations in the amount of \$685,488 for the defined benefit pension plan as further described in Note 7.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 4 – LONG-TERM OBLIGATIONS (cont.)

The following presents a summary of the changes in long-term obligations for the year ended December 31, 2024:

	Payable January 1, 2024	Obligations		Payable December 31, 2024	Due Within One Year
		Issued	Retired		
Net pension liability	\$ 559,315	126,173	-	\$ 685,488	-
General Obligation Bond Series 2011	1,575,000	-	(155,000)	1,420,000	170,000
Total long-term obligations	<u>\$ 2,134,315</u>	<u>\$ 126,173</u>	<u>\$ (155,000)</u>	<u>\$ 2,105,488</u>	<u>\$ 170,000</u>

The requirements to amortize general obligations outstanding as of December 31, 2024 are as follows:

Year Ending December 31,	Principal	Interest
2025	\$ 170,000	\$ 59,475
2026	180,000	51,600
2027	190,000	43,275
2028	200,000	34,500
2029	210,000	25,275
2030-2031	470,000	20,250
	<u>\$ 1,420,000</u>	<u>\$ 234,375</u>

NOTE 5 – AD VALOREM TAXES

Ad valorem taxes are levied each November 1 on the assessed value listed as of the prior January 1 for all real property, merchandise, and movable property located in the Parish. Assessed values are established by the Terrebonne Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. Taxes are due and payable December 31, with interest being charged on payments after January 1.

Any unpaid taxes are collected in connection with an auction held in June.

The voters of Schriever Community approved the current millage rate for fire protection. The District levied 16.5 mills for 2024. These taxes and related state revenue sharing were budgeted for the year ended December 31, 2024 and were included as deferred inflows of resources on the Statement of Net Position as of December 31, 2024. The tax is collected by the Parish Sheriff's Office and remitted to the District.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 6 – ON-BEHALF PAYMENTS FOR SALARIES

Supplemental salary payments are made by the state to certain eligible full-time employees of the District, in addition to the compensation they receive from the District. The amount of the supplemental pay is determined by State Law and is revised periodically. For 2024, the state paid supplemental salaries for the employees of the District in the amount of \$64,520. These intergovernmental funds are reflected in the financial statements of the District for the year ended December 31, 2024.

NOTE 7 – PENSION PLAN

Firefighters' Retirement System (System)

Plan Description: The Firefighters' Retirement System is a cost-sharing multiple-employer defined benefit pension plan established by Act 434 of 1979 to provide retirement, disability, and death benefits to firefighters in Louisiana.

Eligibility Requirements: Membership in the System is a condition of employment for any full-time firefighters who earn at least \$375 per month and are employed by any municipality, parish, or fire protection district of the State of Louisiana in addition to employees of the Firefighters' Retirement System. Any person who becomes an employee as defined in RS 11:2252 on and after January 1, 1980 shall become a member as a condition of employment. No person who has attained age fifty or over shall become a member of the System unless the person becomes a member by reason of a merger or unless the System received an application for membership before the applicant attained the age of fifty. No person who has not attained the age of eighteen years shall become a member of the System.

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

Retirement Benefits: Benefit provisions are authorized within Act 434 of 1979 and amended by LRS 11:2251-11:2272. Members of the System with 20 or more years of service who have attained age 50, or members who have 12 years of service who have attained age 55, or 25 years of service at any age shall be entitled to retire from service.

Upon such retirement, the member shall be paid an annual retirement allowance equal to three and one-third percent of average final compensation multiplied by total years of creditable service. However, the annual retirement allowance shall not exceed one hundred percent of average final compensation.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 7 – PENSION PLAN (Cont.)

Deferred Retirement Option Plan (DROP): After completing 20 years of creditable service and age 50 or 25 years at any age, a member may elect to participate in the deferred retirement option plan (DROP) for up to 36 months. Upon commencement of participation in the deferred retirement option plan, employer and employee contributions to the System cease. The monthly retirement benefit that would have been payable is paid into the deferred retirement option plan account. Upon termination of employment, a participant in the program shall receive, at his option, a lump-sum payment from the account or an annuity based on the deferred retirement option plan account balance in addition to his regular monthly benefit. If employment is not terminated at the end of the 36 months, the participant resumes regular contributions to the System. No payments may be made from the deferred retirement option plan account until the participant retires.

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

Employer Contributions: Employer contributions are actuarially-determined each year. For the year ended June 30, 2024, employer and employee contribution rates for members above the poverty line were 33.25% and 10.0%, respectively. The employer and employee contribution rates for those members below the poverty line were 35.25% and 8.00%, respectively.

Non-Employer Contribution: The System also receives insurance premium tax monies as additional employer contributions. The tax is considered support from a non-employer contributing entity and appropriated by the legislature each year based on an actuarial study.

Non-employer contributions were recognized as revenue during the year ended June 30, 2024 and were excluded from pension expense. Non-employer contributions received by the System during the year ended June 30, 2024 was \$31,191,383.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources: As of December 31, 2024, the District reported liabilities in its government-wide financial statements of \$685,488 for its proportionate share of the net pension liabilities of the System. The net pension liabilities were measured as of June 30, 2024, and the total pension liability used to calculate the net pension obligation was determined by an actuarial valuation performed of the retirement system 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. As of June 30, 2024, the District's proportionate share of the System was 0.121744%, which was an increase of 0.036049% from its proportion measured as of June 30, 2023.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 7 – PENSION PLAN (Cont.)

For the year ended December 31, 2024, the District recognized a pension expense of \$220,965 in its governmental activities related to its participation in the System.

As of December 31, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Governmental Activities</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 51,465	\$ 16,302
Changes in assumptions	29,325	-
Net difference between projected and actual investment earnings on pension plan investments	6,934	-
Changes in proportion	423,769	-
Employer contributions subsequent to the measurement date	<u>60,504</u>	<u>-</u>
	<u><u>\$ 571,997</u></u>	<u><u>\$ 16,302</u></u>

Deferred outflows of resources of \$60,504 related to pensions resulting from the District's contributions to the System subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

2025	\$ 96,236
2026	179,224
2027	67,073
2028	53,465
2029	66,878
2030	<u>32,315</u>
	<u><u>\$ 495,191</u></u>

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 7 – PENSION PLAN (Cont.)

Actuarial Assumptions: A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2024 is as follows:

	Firefighter's Retirement System
Valuation date	June 30, 2024
Actuarial cost method	Entry Age Normal
Actuarial cost assumptions:	
Expected remaining service lives	7 years, closed period
Investment rate of return (Discount rate)	6.90% per annum (net of investment expenses)
Inflation rate	2.50% per annum
Salary increases	Vary from 14.10% in the first two years of service and 5.20% with three or more years of service
Cost of living adjustments	Only those previously granted

For the June 30, 2024 valuation, assumptions for mortality rates were based on the following:

- For active members, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees.
- For annuitants and beneficiaries, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Healthy Retirees.
- For disabled retirees, mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Safety Disabled Retirees.
- In all cases, the base table was multiplied by 105% for males and 115% for females, each with full generational projection using the appropriate MP-2019 scale.

The discount rate used to measure the total pension liability was 6.90%. 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 and non-employer contributing entities will be made at the actuarially-determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on these 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.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 7 – PENSION PLAN (Cont.)

Sensitivity to Changes in Discount Rate: The following represents the net pension liability of the participating employers calculated using the discount rate of 6.90%, as well as what the employer's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.90%) or one percentage point higher (7.90%) than the current rate as of June 30, 2024.

Changes in Discount Rate: Firefighter's Retirement System		
1% Decrease 5.90%	Current Discount Rate 6.90%	1% Increase 7.90%
Net Pension Liability	<u>\$1,138,054</u>	<u>\$685,488</u> <u>\$308,005</u>

Support of Non-Employer Contributing Entities: Contributions received by a pension plan from non-employer contributing entities that are not in a special funding situation are recorded as revenue by the respective pension plan. The District recognizes revenue in an amount equal to its proportionate share of the total contributions to the pension plan from these non-employer contributing entities. During the year ended December 31, 2024, the District recognized revenue as a result of support received from the non-employer contributing entities of \$37,961 for its participation in the System.

Pension Plan Fiduciary Net Positions: Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report for the System available at www.ffret.com.

NOTE 8 – RISK MANAGEMENT

The District is exposed to various risks of loss related to workers' compensation; torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to the public; and natural disasters for which the District carries commercial insurance or other insurance for the losses to which it is exposed. No settlements were made during the year. The District's premiums for general liability are based on various factors such as its operations and maintenance budget, exposure, and claims experience.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2024

NOTE 9 – RECENT ACCOUNTING PRONOUNCEMENTS

The following is a summary of accounting standards adopted by the Governmental Accounting Standards Board (GASB) that are scheduled to be implemented in the future that may affect the District's financial report:

GASB Statement 100, *Accounting Changes and Error Corrections - An Amendment of GASB Statement No. 62*. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The standard is effective for annual reporting periods beginning after June 15, 2023. The implementation of this statement had no material effect on the District's financial statements.

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. This standard is effective for annual reporting periods beginning after December 15, 2023. The implementation of this statement had no material effect on the District's financial statements.

NOTE 10 – SUBSEQUENT EVENTS

Subsequent events were evaluated by management through May 21, 2025 which is the date the financial statements were available to be issued, and it was determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

Schriever Fire Protection District
Terrebonne Parish Consolidated Government

Budgetary Comparison Schedule – General Fund
Year Ended December 31, 2024

	Budgeted Amounts		Actual	Variance with Final Budget Favorable/ (Unfavorable)
	Original	Final	Amounts	
REVENUES				
Ad valorem tax	\$ 1,970,000	\$ 1,970,000	\$ 1,721,579	\$ (248,421)
State supplemental pay	57,600	57,600	64,520	6,920
State revenue sharing	35,000	35,000	45,968	10,968
Interest and dividends	40,000	40,000	103,372	63,372
Fire insurance 2% rebate	60,000	60,000	65,221	5,221
Other income	3,500	3,500	85,896	82,396
TOTAL REVENUES	2,166,100	2,166,100	2,086,556	(79,544)
EXPENDITURES				
Public safety				
Personnel services	1,063,600	1,063,600	956,724	106,876
Supplies and maintenance	262,500	262,500	205,996	56,504
Other services and charges	222,500	222,500	307,542	(85,042)
Professional fees	51,500	51,500	35,132	16,368
Training and travel	30,000	30,000	34,967	(4,967)
Capital outlay	350,000	150,000	99,953	50,047
TOTAL EXPENDITURES	1,980,100	1,780,100	1,640,314	139,786
Net change in fund balance	186,000	386,000	446,242	60,242
Transfer out	-	-	(20,483)	(20,483)
FUND BALANCE				
Beginning of year	2,424,003	2,424,003	2,015,577	(480,426)
End of year	<u>\$ 2,610,003</u>	<u>\$ 2,810,003</u>	<u>\$ 2,441,336</u>	<u>\$ (440,667)</u>

See Independent Auditor's Report and Notes to Financial Statements.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government

Schedule of Employer's Share of Net Pension Liability
Year Ended December 31, 2024

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Its Covered Payroll</u>	<u>Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability</u>
2024	0.121744%	\$ 685,488	\$ 348,788	196.53%	74.24%
2023	0.085695%	559,315	226,192	247.27%	77.69%
2022	0.043509%	306,795	112,094	273.69%	74.68%
2021	0.032139%	113,896	80,615	141.28%	86.78%
2020	0.011124%	77,107	27,692	278.45%	72.61%

Notes to Schedule:

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

See Independent Auditor's Report and Notes to Financial Statements.

Schriever Fire Protection District
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Schedule of Employer Contributions
Year Ended December 31, 2024

<u>Year</u>	<u>Statutorily Required Contributions</u>	<u>Contributions in Relation to Statutorily Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
2024	\$ 116,565	\$ 116,565	-	348,788	33.42%
2023	110,800	110,800	-	328,228	33.76%
2022	50,770	50,770	-	151,618	33.49%
2021	26,868	26,868	-	80,414	33.41%
2020	20,585	20,585	-	67,692	30.41%

Notes to Schedule:

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

SUPPLEMENTARY INFORMATION

Schriever Fire Protection District
Terrebonne Parish Consolidated Government

Schedule of Compensation, Benefits, and Other Payments
to District Head
Year Ended December 31, 2024

Agency Head Name: Chris Bourgeois, Fire Chief

Purpose	Amount
Salary	\$ 102,206
Benefits - retirement	30,130
Benefits - insurance	17,298
Travel	-
Benefits - cell phone	-
Car allowance/automobile expense	-
Cell phone	-
Conference travel	312
Registration fees	-
Membership fees	-
Deferred compensation	-
Reimbursements	-
Per diem	-
Service fees	-
Vehicle provided by government	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-

This schedule is used to satisfy the reporting requirements of R.S. 24:513(A)(3).

REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

**Martin
and
Pellegrin**

103 Ramey Road
Houma, Louisiana 70360

*Certified public Accountants
(A Professional Corporation)*

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Fax (985) 851-3951

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

To the Board of Commissioners
Schriever Fire Protection District
Terrebonne Parish Consolidated Government
Schriever, 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 Schriever Fire Protection District (the District), a component unit of the Terrebonne 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 District's basic financial statements and have issued our report thereon dated May 21, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we 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 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all

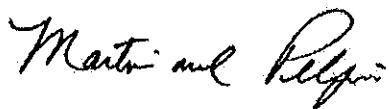
deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District'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 District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Martin and Pelgri".

Houma, Louisiana
May 21, 2025

Schriever Fire Protection District
Terrebonne Parish Consolidated Government

Schedule of Findings and Responses
Year Ended December 31, 2024

Section I – Summary of Auditor’s Results

1. The auditor’s report expresses an unmodified opinion on the financial statements of the Schriever Fire Protection District.
2. No significant control deficiencies were noted during the audit of the financial statements.
3. No instances of noncompliance or other matters, required to be reported in accordance with *Government Auditing Standards*, were noted during the audit.
4. No instances of noncompliance under the provisions of the Louisiana Governmental Audit Guide were noted during the audit of the financial statements.
5. A management letter was not issued.
6. The District did not receive or expend federal funds during the year.

Section II – Financial Statement Findings

No findings material to the basic financial statements of the Schriever Fire Protection District, which would be required to be reported in accordance with *Government Auditing Standards*, were noted during the audit.

Section III – Federal Awards

No federal awards were received during the year.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government

Management's Corrective Action Plan for Current Year Findings
Year Ended December 31, 2024

The contact person for all corrective actions noted below is Mr. Chris Bourgeois, Fire Chief.

Section I – Internal Control and Compliance

This section is not applicable.

Section II – Internal Control and Compliance Material to Federal Awards

This section is not applicable.

Section III – Management Letter

This section is not applicable.

Schriever Fire Protection District
Terrebonne Parish Consolidated Government

Schedule of Prior Year Findings and Responses
Year Ended December 31, 2024

Note: All prior findings relate to the December 31, 2023 audit engagement.

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

2023-001 – Local Government Budget Act

Statement of Condition: The 2023 amended/final and proposed 2024 budgets adopted by the Board were not made available for public inspection and not advertised in the official journal. Notice was not published certifying that all actions required by the Local Government Budget Act have been completed.

Recommendation: We recommend the District ensure that budget policies and procedures are adequate and are being followed. We recommend the District publish amended and final budgets in the official journal. These policies and procedures should be approved by management and/or the Board of Commissioners and should be in place for the full year.

View of Responsible Officials: No disagreement with finding.

Status: Resolved.

Section II – Internal Control and Compliance Material to Federal Awards

This section is not applicable.

Section III – Management Letter

This section is not applicable.

STATEWIDE AGREED-UPON PROCEDURES

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Pellegrin**

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

To the Board of Commissioners
Schriever Fire Protection District
Schriever, Louisiana

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 1, 2024 through December 31, 2024. Schriever Fire Protection District's management is responsible for those C/C areas identified in the SAUPs.

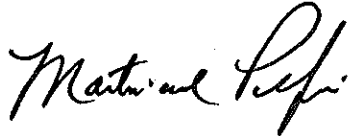
Schriever Fire Protection District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2024 through December 31, 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 described on pages 40-58.

We were engaged by Schriever Fire Protection District 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 Schriever Fire Protection District 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 black ink, appearing to read "Martin and Papi". The signature is fluid and cursive, with the first name "Martin" being more prominent than the second name "Papi".

Houma, Louisiana
May 21, 2025

Schriever Fire Protection District

Schedule of Procedures and Associated Findings of the Statewide Agreed-Upon Procedures Year Ended December 31, 2024

The required procedures and our findings are as follows:

Procedures performed on the District's written policies and procedures:

Written Policies and Procedures

1. Obtain and inspect the District's written policies and procedures and observe whether they address each of the following categories and subcategories, as applicable:

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

Performance: Obtained and read the written policy for budgeting and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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.

Performance: Obtained and read the written policy for purchasing and found it to contain all requirements above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c. Disbursements, including processing, reviewing, and approving.

Performance: Obtained and read the written policy for disbursements and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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.

Performance: Obtained and read the written policy for receipts/collections and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Schriever Fire Protection District**Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2024**

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

Performance: Obtained and read the written policy for payroll and personnel and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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.

Performance: Requested a copy of the written policy related to contracting.

Exceptions: The policy does not include a provision requiring legal review.

Management's response: Management will consider adding a provision related to legal review of contracts.

- g. Credit Cards, 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.

Performance: Obtained and read the written policy related to credit cards and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Obtained and read the travel and expense reimbursement policy and found it contained all requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Performance: Obtained and read the written policy related to ethics and found it to contain the requirements listed above.

Schriever Fire Protection District

Schedule of Procedures and Associated Findings of the Statewide Agreed-Upon Procedures Year Ended December 31, 2024

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Requested a copy of the written policy related to debt service.

Exceptions: There were no written debt service policies.

Management's response: Written policies will be adopted in 2025.

- k. 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.

Performance: Determined that the District does not have a written policy for information technology disaster recovery/business continuity.

Exceptions: While the District has such policies in place, these policies are not written.

Management's response: Management will consider adopting a written policy for information technology disaster recovery/business continuity.

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

Performance: Reviewed a copy of the District's sexual harassment policy.

Exceptions: There were no written sexual harassment policies.

Management's response: Written policies will be adopted in 2025.

Board or Finance Committee

- 2. Obtain and inspect all of the board 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 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.

Schriever Fire Protection District

Schedule of Procedures and Associated Findings of the Statewide Agreed-Upon Procedures Year Ended December 31, 2024

Performance: Determined that the board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document except for the below.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund.

Performance: Determined whether the minutes referenced or included monthly budget-to-actual comparisons.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Determined that the unassigned fund balance in the general fund did not have a negative balance.

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

Performance: Obtained and read the written minutes of Board meetings.

Exceptions: The minutes did not include updates related to the prior year audit finding.

Management's response: The progress related to the resolution of audit finding(s) will be discussed at Board meetings and documented in the meeting minutes.

Bank Reconciliations

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

Performance: Obtained the listing of bank accounts from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Schriever Fire Protection District**Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2024**

- a) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date;

Performance: Determined that randomly selected bank statements were reconciled within two months of the related statement closing date.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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 within one month of the date the reconciliation was prepared;

Performance: Inspected documentation for management approvals of each randomly selected bank reconciliation.

Exceptions: There was no evidence of management's timely review of the bank reconciliations.

Management's response: The Fire Chief will timely review the bank reconciliation each month and provide evidence that he has done so.

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

Performance: Determined that reconciling items outstanding for more than twelve months at the end of the statement closing date had been researched.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Collections

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

Performance: Observed the listing of deposit sites from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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, obtain and inspect written policies and procedures relating to employee job duties at each collection location, and observe that job duties are properly segregated at each collection location, and observe that job duties are properly segregated at each collection location such that:

Schriever Fire Protection District**Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2024**

Performance: Observed the listing of collection locations from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable

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

Performance: Determined that no cash drawers/registers are shared by employees.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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 to the deposit.

Performance: Inspected policy manual and inquired of client to ensure separation of duties for those employees collecting cash and those employees preparing/making bank deposits.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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.

Performance: Inspected policy manual and inquired of client to ensure separation of duties for those employees collecting cash and those employees posting collection entries to the general ledger or subsidiary ledgers.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) The employee responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source, is not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Performance: Inspected policy manual and inquired of client to ensure separation of duties for those employees collecting cash and those employees reconciling cash collections to the general ledger and/or subsidiary ledgers.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Schriever Fire Protection District

Schedule of Procedures and Associated Findings of the Statewide Agreed-Upon Procedures Year Ended December 31, 2024

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

Performance: Determined whether employees who have access to cash are covered by a bond or insurance policy for theft.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

7. Randomly select two deposit dates for each of the bank accounts selected for procedure #3 under "Bank Reconciliations" above. Obtain supporting documentation for each of the deposits and:

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

Performance: Determined that sequentially pre-numbered receipts are not required for the type of deposits that are received at the District.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Inspected deposits from two random deposit dates to determine if they had collection documentation that agreed to the respective deposit slips. Noted that collections were supported by adequate documentation.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Inspected deposits from two random deposit dates to determine if the deposit slips agreed to the actual deposits per the bank statements.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Observe whether the deposit was made within one business day of receipt at the collection location.

Performance: Determined if deposits from two random dates were deposited within one business day of receipt.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Schriever Fire Protection District

**Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2024**

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

Performance: Inspected deposits from two random deposit dates to determine if the deposits per the bank statements agree to the general ledger.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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 five locations (or all locations if less than five).

Performance: Obtained a listing of locations that processed payments for the fiscal period from management and received management's representation in a separate letter. Determined that only one location processed payments.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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, 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.

Performance: Obtained a listing of those employees involved with non-payroll purchasing and payment functions along with written policies and procedures for those functions to determine if there was a proper segregation of duties for initiating, approving, and making purchases.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Obtained a listing of those employees involved with non-payroll purchasing and payment functions along with written policies and procedures for those functions to determine if there was a proper segregation of duties for processing and approving payments to vendors.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Schriever Fire Protection District**Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2024**

- 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.

Performance: Inspected policy manual and inquired of management as to separation of duties related to vendor files.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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.

Performance: Inquired of management to determine if the employee responsible for processing payments mails those respective payments.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Performance: Inquired of management to determine whether release of electronic disbursements are appropriately authorized.

Exceptions: No exceptions were noted.

Management's response: Not applicable.

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 five disbursements for each location, obtain supporting documentation for each transaction and:

Performance: Obtained the completed general ledger for the fiscal period and obtained management's representations in a separate letter. Randomly selected five disbursements using a random number generator for check numbers to test the requirements below.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Observe that the disbursement matched the related original itemized invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

Schriever Fire Protection District**Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2024**

Performance: Determined that the five random disbursements matched their respective original invoices and that the invoices indicate that deliverables were received by the entity.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe that the disbursement documentation included evidence of segregation of duties tested under #9, as applicable.

Performance: Determined whether the documentation for the five random disbursements gave evidence of the segregation of duties tested under #9 above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

11. Using the entity's main operating accounts and the month selected in Bank Reconciliations procedure #3, randomly select 5 non-payroll-related electronic disbursement (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.

Performance: Determined whether the documentation for the five random electronic disbursements gave evidence of the disbursements being appropriately approved.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

12. 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.

Performance: Obtained a listing of all active credit cards (including the card numbers and the person in possession of the card) and management's representation that the listing is complete.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable.

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

Schriever Fire Protection District**Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2024**

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.
- b) Observe that finance charges and late fees were not assessed on the selected statements.

Performance: Randomly selected five credit cards for testing; randomly selected one month for each credit card and determined that supporting documentation was properly reviewed and approved in writing by someone other than the authorized user and that no finance charges or late fees were assessed.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable.

14. Using the monthly statements or combined statements selected under #13 above, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions. 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.

Performance: For the statements selected for testing in #13, randomly selected ten transactions from each and determined that the charges were supported by an original, detailed, itemized receipt which included written documentation of business purpose and individuals participating in the meals, if applicable.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable.

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

15. 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 five reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

Performance: Requested a listing of travel and related expense reimbursements for the year and management's representation of its completeness in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Performance: Determined that no travel reimbursements were made on a per diem basis.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Determined that the reimbursements tested were supported by adequate documentation.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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.

Performance: Determined that the business/public purpose and meal participants were properly documented.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Determined that the reimbursements tested were reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Contracts

16. 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. Obtain management's representation that the listing is complete. Randomly select five contracts (or all contracts if less than five) from the listing, excluding the practitioner's contract, and:

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Performance: Observed the listing of contracts in effect during the fiscal year from management and received management's representation of completeness in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law, if required by law.

Performance: Determined that the District complied with the Public Bid Law for the contracts selected for testing.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law.

Performance: Determined that the selected contracts were approved by the board.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) If the contract was amended, observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms.

Performance: Determined that selected contracts did not include amendments to the original contracts.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Randomly select one payment from the fiscal period for each of the five 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.

Performance: Inspected the randomly selected invoice and compared to the written contract information to determine that the invoice and related payment complied with the terms of the contract.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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Payroll and Personnel

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

Performance: Observed the listing of employees and received management's representation of completeness in a separate letter. Randomly selected five employees, obtained personnel files, and agreed pay rates to personnel files.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

- a) Observe that all selected employees or officials documented their daily attendance and leave.

Performance: Determined that all selected employees documented their daily attendance and leave for the selected pay period.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Determined that the attendance and leave of each employee for the selected pay period was approved by each employee's respective supervisor.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: For the five employees selected, determined that accrued and/or paid leave in the pay period was properly reflected in the District's cumulative leave records.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable.

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- d) Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Performance: For the five employees selected, determined that the pay rate as per the payroll check computation agreed to the pay rate in the personnel file.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable

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

Performance: Obtained a listing of the employees receiving termination payments and management's written representation that the list is complete. There were no terminated employees during the year.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable.

- 20. Obtain management's representation that employer and employee portions of third-party payroll-related amounts have been paid, and any associated forms have been filed, by required deadlines.

Performance: Obtained management's representation that employer and employee portions of third-party payroll-related amounts have been paid, and any related forms have been timely filed.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable.

Ethics

- 21. Using the five randomly selected employees from procedure #17 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a) Observe whether the documentation demonstrates each director/employee selected had completed one hour of ethics training during the fiscal period.

Performance: Requested and reviewed the ethics course completion certificates for the employees tested.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Determined that the District made no changes to its ethics policy during the year.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Inquired as to whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Debt Service

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

Performance: Obtained a list of all bonds issued during the fiscal year and traced them to supporting documentation and observed that State Bond Commission approval was obtained.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

24. 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.

Performance: Obtained a listing of the outstanding debt at the end of the fiscal period and received management's representation of completeness in a separate letter. Inspected debt covenants, obtained supporting documentation for the balance and payments, and agreed the actual balance and payments to the required debt covenants for the one outstanding bond issue.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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Fraud Notice

25. 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.

Performance: Inquired of management of any misappropriations of public funds or assets and determined that none were noted.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

26. Observe whether 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.

Performance: Inspected the fraud notice posted on the premises and website concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Information Technology Disaster Recovery/Business Continuity

27. Perform the following procedures and verbally discuss the results with management.

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup (1) occurred within the past week, (2) was not stored on the entity's local server or network, and (3) was encrypted.
- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past three months.
- c) Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select five computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting software in use are currently supported by the vendor.

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28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.
29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
- a) Hired before June 9, 2020 - completed the training; and
 - b) Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment

Performance: We performed the procedures and discussed the results with management.

Prevention of Sexual Harassment

30. Using the five randomly selected employees from procedure #17 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee completed at least one hour of sexual harassment training during the calendar year.

Performance: Observed that the documentation demonstrates each employee tested completed one hour of sexual harassment training during the calendar year.

Exceptions: The sexual harassment training course completion certificates were not made available for the five employees tested.

Management's Response: Management will ensure that all employees complete the required sexual harassment training course.

31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website.

Performance: Review the District's website to determine if its sexual harassment policy is posted.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable.

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

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- a) Number and percentage of public servants in the District who have completed the training requirements;
- b) Number of sexual harassment complaints received by the District;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

Performance: Requested and reviewed a copy of the District's annual sexual harassment report to determine if it included the required disclosures.

Exceptions: There were no exceptions noted.

Management's Response: Not applicable.