

ANNUAL FINANCIAL REPORT
DES ALLEMANS VOLUNTEER FIRE DEPARTMENT, INC.
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2020



ERICKSEN KRENTEL^{LLP}
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the
Des Allemands Volunteer Fire Department, Inc.
Des Allemands, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Des Allemands Volunteer Fire Department, Inc., as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Des Allemands Volunteer Fire Department, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the *Louisiana Governmental Audit Guide*, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



To the Board of Directors of the
Des Allemands Volunteer Fire Department, Inc.
June 19, 2021

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Des Allemands Volunteer Fire Department, Inc., as of December 31, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Des Allemands Volunteer Fire Department, Inc.'s basic financial statements. The schedule of compensation, benefits, and other payments to agency head is presented for purposes of additional analysis as required by Act 706 of the 2014 Louisiana Legislative Session and is not a required part of the basic financial statements.



To the Board of Directors of the
Des Allemands Volunteer Fire Department, Inc.
June 19, 2021

The schedule of compensation, benefits, and other payments to agency head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 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 agency head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standard

In accordance with *Government Auditing Standards*, we have also issued our report dated June 19, 2021, on our consideration of Des Allemands Volunteer Fire Department, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Des Allemands Volunteer Fire Department, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Des Allemands Volunteer Fire Department, Inc.'s internal control over financial reporting and compliance.

June 19, 2021
New Orleans, Louisiana

Ericksen Krentel, LLP
Certified Public Accountants

REQUIRED SUPPLEMENTARY INFORMATION

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
DES ALLEMANDS, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2020

This section of the Des Allemands Volunteer Fire Department, Inc. (the Fire Department) annual financial report presents management's analysis of the Fire Department's financial performance for the year ended December 31, 2020. This analysis should be read in conjunction with the audited financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

1. The Fire Department's net position increased by \$55,968.
2. The general revenues of the Fire Department were \$400,709.
3. The total expenses of the Fire Department were \$344,741.

OVERVIEW OF THE FINANCIAL STATEMENTS

This report consists of two sections: Management's Discussion and Analysis and audited financial statements. The financial statements also include notes that provide additional detail of the information included in the financial statements.

BASIC FINANCIAL STATEMENTS

The financial statements of the Fire Department report information about the Fire Department using accounting methods similar to those used by private companies. These financial statements provide financial information about the activities of the Fire Department.

The Statement of Net Position presents information that includes all of the Fire Department's assets and liabilities with the difference reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Fire Department as a whole is improving or deteriorating.

The Statement of Activities presents information on how the Fire Department's net position changed as a result of current period operations.

The following presents condensed financial information of the Fire Department.

SUMMARY OF NET POSITION
AS OF DECEMBER 31, 2020 AND 2019

| | <u>ASSETS</u> | |
|--|------------------------------------|------------------------------------|
| | <u>December 31,</u> <u>2020</u> | <u>December 31,</u> <u>2019</u> |
| Current assets | \$ 416,330 | \$ 311,931 |
| Capital assets, net of accumulated depreciation | <u>702,870</u> | <u>808,684</u> |
| Total assets | <u>\$ 1,119,200</u> | <u>\$ 1,120,615</u> |

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
DES ALLEMANDS, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2020

LIABILITIES

| | <u>December 31,</u> <u>2020</u> | <u>December 31,</u> <u>2019</u> |
|-----------------------|------------------------------------|------------------------------------|
| Current liabilities | \$ 92,557 | \$ 75,221 |
| Long-term liabilities | <u>624,053</u> | <u>698,772</u> |
| Total liabilities | <u>\$ 716,610</u> | <u>\$ 773,993</u> |

NET POSITION

| | | |
|----------------------------------|-------------------|-------------------|
| Net investment in capital assets | \$ (2,740) | \$ 34,691 |
| Restricted for fire protection | 330,611 | 244,024 |
| Restricted for debt service | <u>74,719</u> | <u>67,907</u> |
| Total net position | <u>\$ 402,590</u> | <u>\$ 346,622</u> |

Total assets decreased by \$1,415 or 0.1% as a result of operations.

Total liabilities decreased by \$57,383 or 7% primarily due to the Fire Department paying bond and capital lease payments during 2020.

Total net position increased by \$55,968 or 16% as a result of operations.

**SUMMARY OF REVENUES, EXPENDITURES/EXPENSES
AND CHANGES IN NET POSITION
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

| | <u>December 31,</u> <u>2020</u> | <u>December 31,</u> <u>2019</u> |
|------------------------|------------------------------------|------------------------------------|
| General revenues | \$ 400,709 | \$ 360,895 |
| Fire protection | (344,741) | (394,961) |
| Bond issuance costs | <u>-</u> | <u>(20,283)</u> |
| Change in net position | <u>\$ 55,968</u> | <u>\$ (54,349)</u> |
| Total net position | <u>\$ 402,590</u> | <u>\$ 346,622</u> |

The change in net position increased over the prior year by \$110,317. This is primarily due to a decrease in expenditures and debt service for the year as well as increases in current year general revenues.

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
DES ALLEMANDS, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2020

CAPITAL ASSETS

Following is a schedule of capital assets, net of accumulated depreciation:

| | <u>December 31,</u> <u>2020</u> | <u>December 31,</u> <u>2019</u> |
|--|------------------------------------|------------------------------------|
| Land | \$ 78,010 | \$ 78,010 |
| Buildings and improvements | 1,146,892 | 1,138,442 |
| Equipment | 826,635 | 820,924 |
| Vehicles | <u>1,639,700</u> | <u>1,639,700</u> |
| | | |
| Total | 3,691,237 | 3,677,076 |
| Less: accumulated depreciation | <u>(2,988,367)</u> | <u>(2,868,392)</u> |
| | | |
| Total capital assets, net of accumulated depreciation | <u>\$ 702,870</u> | <u>\$ 808,684</u> |

The decrease in net book value of fixed assets in 2020 is \$105,814 primarily due to capital assets depreciated during the year.

LONG TERM DEBT

At December 31, 2020, the Fire Department has \$698,772 in long-term debt which consisted of a note payable to St. Charles Parish and one installment agreement with US Bank. During 2019, the Fire Department issued Sales Tax Revenue Bonds, Series 2019 to refund the Sales Tax Revenue Bonds, Series 2007. See Note 5 for additional information on the refunding. The Fire Department made scheduled debt payments of \$67,909 during the year.

ECONOMIC FACTORS AND A LOOK AT NEXT YEAR

The Fire Department expects to continue to be funded through sales tax and ad valorem revenues remitted to it by St. Charles Parish. In the fourth quarter of 2018, the ad valorem tax was renewed by the citizens of St. Charles Parish, extending the appropriation through 2030. The Fire Department's fleet is aging and the Fire Department expects its costs in maintenance and fire supplies to continue to rise.

The Fire Department currently has a Class 4 fire rating and expects to be rated again within the next year. The Fire Department's goal is to obtain a Class 3 fire rating in order to reduce property insurance costs to the citizens of Des Allemands. The Fire Department is committed to providing the highest level of emergency response.

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
DES ALLEMANDS, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2020

ECONOMIC FACTORS AND A LOOK AT NEXT YEAR (CONTINUED)

On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S., including the State of Louisiana, declared a state of emergency. There has been no immediate impact to the Fire Department's operations but it is anticipated that the effects of the pandemic will last for some time. Future potential impacts may include disruptions in the ability of citizens to continue making tax payments as a result of job loss, declines in sales tax revenues, or other pandemic related issues.

CONTACTING THE FIRE DEPARTMENT'S MANAGEMENT

This report is designed to provide a general overview of the Fire Department and to demonstrate the Fire Department's accountability for its finances. If you have any questions about this report or need additional information, please contact Brian Champagne, Des Allemands Volunteer Fire Department, Inc., 16960 Hwy 90, Des Allemands, Louisiana 70030.

BASIC FINANCIAL STATEMENTS

DES ALLEMANS VOLUNTEER FIRE DEPARTMENT, INC.
STATEMENT OF NET POSITION
DECEMBER 31, 2020

ASSETS:

| | |
|---|----------------------|
| Cash and cash equivalents | \$ 389,483 |
| Due from St. Charles Parish | 11,650 |
| Prepaid expenses | 15,197 |
| Capital assets, net of accumulated depreciation | <u>702,870</u> |
| Total assets | <u>1,119,200</u> |

LIABILITIES:

| | |
|--------------------------|--------------------|
| Accounts payable | 11,000 |
| Accrued interest payable | 6,838 |
| Noncurrent liabilities: | |
| Due within one year | 74,719 |
| Due after one year | <u>624,053</u> |
| Total liabilities | <u>716,610</u> |

NET POSITION:

| | |
|----------------------------------|-----------------------|
| Net investment in capital assets | (2,740) |
| Restricted for fire protection | 330,611 |
| Restricted for debt service | <u>74,719</u> |
| Total net position | <u>\$ 402,590</u> |

The accompanying notes are an integral part of this statement

DES ALLEMANS VOLUNTEER FIRE DEPARTMENT, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2020

FUNCTIONS/PROGRAMS**GOVERNMENTAL ACTIVITIES:**

| | |
|--|-------------------|
| Public safety - fire protection | <u>\$ 344,741</u> |
| Net (expense) from governmental activities | <u>(344,741)</u> |

GENERAL REVENUES:

| | |
|--------------------------|--------------------------|
| Sales tax - 1/8 percent | 116,233 |
| Ad valorem tax | 267,149 |
| Fire insurance rebate | 8,487 |
| Other revenues | <u>8,840</u> |
| Total general revenues | <u>400,709</u> |
| Change in net position | 55,968 |
| Net position - beginning | <u>346,622</u> |
| Net position - ending | <u><u>\$ 402,590</u></u> |

The accompanying notes are an integral part of this statement

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
BALANCE SHEET
DECEMBER 31, 2020

ASSETS

| | |
|-----------------------------|------------------------------|
| Cash and cash equivalents | \$ 389,483 |
| Due from St. Charles Parish | 11,650 |
| Prepaid expenses | <u>15,197</u> |
| Total assets | <u><u>\$ 416,330</u></u> |

LIABILITIES AND FUND BALANCE

LIABILITIES:

| | |
|-----------------------|-------------------|
| Accounts payable | <u>\$ 11,000</u> |
| Total liabilities | <u>11,000</u> |

FUND BALANCE:

| | |
|--|------------------------------|
| Nonspendable: prepaid expenses | 15,197 |
| Restricted for debt service | 74,719 |
| Restricted for fire protection | <u>315,414</u> |
| Total fund balance | <u>405,330</u> |
| Total liabilities and fund balance | <u><u>\$ 416,330</u></u> |

The accompanying notes are an integral part of this statement

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2020

| | | |
|---|----|-----------------------|
| Fund balance - total governmental funds | \$ | 405,330 |
| Amounts reported for governmental activities in the Statement of Net Position are different because: | | |
| Net capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds. | | 702,870 |
| Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. All liabilities (both current and long-term) are reported in the Statement of Net Position. | | |
| Accrued interest payable | | (6,838) |
| Capital leases payable | | (193,772) |
| Due to St. Charles Parish | | <u>(505,000)</u> |
| Net position of governmental activities | \$ | <u><u>402,590</u></u> |

The accompanying notes are an integral part of this statement

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2020

REVENUES:

| | |
|-------------------------|----------------|
| Sales tax - 1/8 percent | \$ 116,233 |
| Ad valorem tax | 267,149 |
| Fire insurance rebate | 8,487 |
| Other revenues | <u>8,840</u> |
| Total revenues | <u>400,709</u> |

EXPENDITURES:

Current for fire protection:

Utilities:

| | |
|-------------|-------|
| Electricity | 9,578 |
| Gas | 941 |
| Telephone | 8,279 |
| Water | 1,156 |

Equipment:

| | |
|-------------|--------|
| Maintenance | 44,934 |
| Fuel | 2,240 |

Buildings:

| | |
|-------------|--------|
| Maintenance | 14,857 |
| Insurance | 36,635 |

Personnel:

| | |
|-----------|-------|
| Insurance | 4,914 |
| Training | 3,340 |

Fire fighting expenditures:

| | |
|------------------------|--------|
| Fire fighting supplies | 27,148 |
|------------------------|--------|

Miscellaneous:

| | |
|-------------------------|--------------|
| Accounting and auditing | 12,459 |
| Dues and subscriptions | 6,910 |
| Office expenses | 11,900 |
| Meetings and other | <u>9,483</u> |

Total current expenditures 194,774

Capital outlays 14,161

Debt service:

| | |
|-----------------------------|---------------|
| Principal retirement | 67,909 |
| Interest and fiscal charges | <u>30,466</u> |

Total debt service 98,375

Total expenditures 307,310

Excess of revenues over expenditures 93,399

Net change in fund balance 93,399

Fund balance - beginning 311,931

Fund balance - ending \$ 405,330

The accompanying notes are an integral part of this statement

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2020

| | | |
|---|----|--|
| Net change in fund balance - governmental fund | \$ | 93,399 |
| <p>Amounts reported for governmental activities in the Statement of Activities are different because:</p> | | |
| <p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays of \$14,161 was exceeded by depreciation expense of \$119,975 in the current period.</p> | | (105,814) |
| <p>The issuance of long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is issued, whereas these amounts are amortized in the Statement of Activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.</p> | | 67,909 |
| <p>Under the modified accrual basis of accounting used in the governmental funds, interest on long-term debt is not recognized until due, rather than as it accrues.</p> | | <hr style="width: 100%;"/> 474 |
| Change in net position of governmental activities | \$ | <hr style="width: 100%;"/> <u>55,968</u> |

The accompanying notes are an integral part of this statement

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

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

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

Basis of Presentation

The Fire Department's financial statements are prepared in accordance with U.S. generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. The more significant accounting policies established in GAAP and used by the Fire Department are discussed below.

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

Basic Financial Statements - Government-Wide Financial Statements

The Fire Department's basic financial statements include both government-wide (reporting the Fire Department as a whole) and fund financial statements (reporting the Fire Department's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The Fire Department's fire protection activities and related general administrative services are classified as governmental activities. The Fire Department does not have any business-type activities.

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2020

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basic Financial Statements - Government-Wide Financial Statements (continued)

In the government-wide Statement of Net Position (Exhibit A), the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and liabilities. The Fire Department's net position is reported in three parts – net investment in capital assets, restricted for fire protection, and restricted for debt service.

The government-wide Statement of Activities (Exhibit B) reports both gross and net cost of the Fire Department's function. The function is supported by general government revenues (primarily 1/8 percent sales tax and ad valorem tax). The Fire Department did not receive related program revenues and operating grants which would reduce gross expenses in the Statement of Activities.

This government-wide focus is on the sustainability of the Fire Department as an entity and the change in the Fire Department's net position resulting from current year's activities.

Basic Financial Statements – Fund Financial Statements

The financial transactions of the Fire Department are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, deferred outflows of resources, liabilities, deferred inflows of resources, reserves, fund equity, revenues and expenditures. The Fire Department's current operations require the use of only the following fund type:

Governmental Fund:

The focus of the governmental fund's measurement (in the fund statement) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. In general, fund balance represents the accumulated expendable resources, which may be used to finance future operations of the Fire Department.

General Fund

The General Fund is the principal fund of the Fire Department and is used to account for the operations of the Fire Department. General revenues are accounted for in this fund. General operating expenditures are paid from this fund.

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2020

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements and relates to the timing of the measurements made, regardless of the measurement focus applied.

Accrual

The governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual

The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

The Fire Department records are maintained on the cash basis of accounting. However, the General Fund reported in the accompanying financial statements has been converted to a modified accrual basis of accounting utilizing the following practices in recording revenues and expenditures:

Revenues

Sales taxes are recorded in the month the taxes are collected by the St. Charles Parish School Board. Sales taxes become payable to the St. Charles Parish School Board on the first day of the month and become delinquent on the 20th day of the month following incurrence of the taxes by businesses.

An ad valorem issue is dedicated to the operations of the nine volunteer fire departments in St. Charles Parish. The tax millage expires in 2030. Each department is to receive one ninth of annual collections. Taxes levied in November each year are available for expenditures in the subsequent year.

Interest income on investments is recorded when the investments have matured and income is available.

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2020

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting (continued)

Revenues (continued)

All other revenues are recorded when received.

The majority of the Fire Department's revenues are derived from the one-eighth of one percent sales tax and the ad valorem tax for operations.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Cash

The Fire Department is authorized under state law to deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, and the laws of the United States. The Fire Department may also invest in time certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. Under state law, these deposits must be secured by the fiscal agent bank. The market value of such pledged securities and federal deposit insurance must equal or exceed the amount on deposit with the fiscal agent.

Cash and deposits are categorized into three categories of credit risk.

Category 1 includes deposits covered by federal depository insurance or by collateral held by the Fire Department or its agent, in the Fire Department's name.

Category 2 includes deposits covered by collateral held by the pledging financial institution's trust department, or its agent in the Fire Department's name.

Category 3 includes deposits covered by collateral held by the pledging financial institution, or its trust department or agent but not in the Fire Department's name, and deposits which are uninsured or uncollateralized.

At December 31, 2020, the carrying amount and the bank balances of deposits of the primary government are summarized as follows:

| | <u>Bank Balances of Deposits Category</u> | | | <u>Bank Balance</u> |
|------|---|------------|------|-------------------------|
| | 1 | 2 | 3 | |
| Cash | \$ 250,000 | \$ 138,483 | \$ - | \$ 389,483 |

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2020

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Budgets and Budgetary Accounting

The Fire Department prepares a budget for its General Fund which is approved by its board of directors. Budgets are not, however, legally adopted nor required in the basic financial statement presentation.

Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Fire Department maintains a threshold level of \$1,000 or more for recording capital assets. 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.

Capital assets are recorded in the Statement of Net Position and depreciation is recorded in the Statement of Activities. Since surplus assets are sold for an immaterial amount or scrapped when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. Capital assets are depreciated using the straight-line method for 5 to 15 years for equipment and vehicles and 10 to 40 years for fire stations and other buildings.

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

Equity Classifications

In the government-wide financial statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

DES ALLEMANS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2020

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Equity Classifications (Continued)

- c. Unrestricted net position – net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

Governmental fund equity is classified as fund balance. In the governmental fund financial statements, fund balances are classified as follows:

- a. Nonspendable – amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted – amounts that can be spent only for specific purposes because of state, local or federal awards or externally imposed conditions by grantors or creditors.
- c. Committed – amounts that can be used for specific purposes determined by formal action by an ordinance or resolution.
- d. Assigned – amounts that are designated by the formal action of the government's highest level of decision making authority.
- e. Unassigned – amounts not included in other classifications.

The Board of Directors, as the highest level of decision-making authority, can establish, modify or rescind a fund balance commitment. For assigned fund balance the Board of Directors authorizes management to assign amounts for a specific purpose.

When both restricted and unrestricted fund balances are available for use, it is the Fire Department's policy to use restricted resources first, then unrestricted as needed. When committed, assigned or unassigned fund balances are available for use, it is the Fire Department's policy to use committed resources first, then assigned resources and unassigned resources as they are needed.

Income Taxes

The Fire Department is exempt from federal income tax under Section 501(c)(4) of the Internal Revenue Code. It is exempt from Louisiana income tax under the authority of R.S. 47:121(7). The Fire Department's evaluation as of December 31, 2020 revealed no tax positions that would have a material impact on the financial statements. The 2017 through 2020 tax years remain subject to examination by the IRS. The Fire Department does not believe that any reasonably possible changes will occur within the next twelve months that will have a material impact on the financial statements.

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2020

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

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

Date of Management Review

Management has evaluated subsequent events through June 19, 2021, the date which the financial statements were available to be issued.

(2) SALES TAX REVENUE

Effective March 1, 1980, sales tax in the amount of one-eighth of one percent is collected by the St. Charles Parish School Board and administered by the Parish President. The sales tax is to be used for fire protection of the Parish of St. Charles. The funds are distributed monthly by the Parish President to the individual fire departments of the St. Charles Firemen's Association, Inc.

As of December 31, 2020, the sales tax is distributed on the following basis:

| | <u>Monthly Basis</u> | <u>Remaining Funds 1/1/20-12/31/20</u> |
|--|--------------------------|--|
| Bayou Gauche Volunteer Fire Dept., Inc. | \$ 2,500 | 3.78 % |
| Des Allemands Volunteer Fire Dept., Inc. | \$ 2,500 | 4.10 % |
| East Side St. Charles Volunteer Fire Dept., Inc. | \$ 2,500 | 22.72 % |
| Hahnville Volunteer Fire Dept., Inc. | \$ 2,500 | 7.00 % |
| Killona Volunteer Fire Dept., Inc. | \$ 2,500 | 1.47 % |
| Luling Volunteer Fire Dept., Inc. | \$ 2,500 | 30.85 % |
| Norco Area Volunteer Fire Dept., Inc. | \$ 2,500 | 9.81 % |
| Paradis Volunteer Fire Dept., Inc. | \$ 2,500 | 4.93 % |
| St. Rose Volunteer Fire Dept., Inc. | \$ 2,500 | 15.34 % |

(3) DUE FROM ST. CHARLES PARISH

Revenue receivable at December 31, 2020 consists of the Fire Department's share of the 1/8th percent sales tax for the month of November 2020, collected on or before December 20, 2020, by the St. Charles Parish School Board and remitted by St. Charles Parish in January 2021. An allowance for uncollectible receivables is not recorded by the Fire Department because it considers all receivables collectible at December 31, 2020.

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2020

(4) CAPITAL ASSETS

| | <u>Balance</u> <u>01/01/20</u> | <u>Additions</u> <u>2020</u> | <u>Retirements</u> <u>2020</u> | <u>Balance</u> <u>12/31/20</u> |
|--|-----------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| Capital assets not being depreciated: | | | | |
| Land | \$ 78,010 | \$ - | \$ - | \$ 78,010 |
| Total capital assets not being depreciated | <u>78,010</u> | <u>-</u> | <u>-</u> | <u>78,010</u> |
| Capital assets being depreciated: | | | | |
| Fire protection vehicles | 1,639,700 | - | - | 1,639,700 |
| Equipment | 820,924 | 5,711 | - | 826,635 |
| Buildings | <u>1,138,442</u> | <u>8,450</u> | <u>-</u> | <u>1,146,892</u> |
| Total capital assets being depreciated | <u>3,599,066</u> | <u>14,161</u> | <u>-</u> | <u>3,613,227</u> |
| Less: accumulated depreciation | <u>(2,868,392)</u> | <u>(119,975)</u> | <u>-</u> | <u>(2,988,367)</u> |
| Total capital assets being depreciated, net | <u>730,674</u> | <u>(105,815)</u> | <u>-</u> | <u>624,860</u> |
| Total capital assets, net | <u>\$ 808,684</u> | <u>\$ (105,815)</u> | <u>\$ -</u> | <u>\$ 702,870</u> |

Depreciation expense for the year ended December 31, 2020 was \$119,975.

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2020

(5) LONG-TERM DEBT

| | <u>Balance</u> <u>1/1/20</u> | <u>Additions</u> | <u>Reductions</u> | <u>Balance</u> <u>12/31/2020</u> | <u>Due Within</u> <u>One Year</u> |
|---|---------------------------------|------------------|--------------------|-------------------------------------|--------------------------------------|
| Intergovernmental payable to St. Charles Parish, interest at 3.25% maturing on August 1, 2031. Secured by a pledge of future sales tax. | \$ 540,000 | \$ - | \$ (35,000) | \$ 505,000 | \$ 40,000 |
| Capital lease obligation (installment purchase agreement) with U.S. Bancorp Government Leasing and Finance, Interest at 5.50%, principal and interest due in 7 annual installments ending on June 21, 2025. | <u>226,681</u> | <u>-</u> | <u>(32,909)</u> | <u>193,772</u> | <u>34,719</u> |
| Total | <u>\$ 766,681</u> | <u>\$ -</u> | <u>\$ (67,909)</u> | <u>\$ 698,772</u> | <u>\$ 74,719</u> |

Following is a summary of future principal and interest requirements:

| <u>Year</u> <u>Ending</u> | <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
|------------------------------|-------------------|-------------------|-------------------|
| 2021 | \$ 74,719 | \$ 27,070 | \$ 101,789 |
| 2022 | 76,629 | 23,861 | 100,490 |
| 2023 | 83,644 | 20,546 | 104,190 |
| 2024 | 85,769 | 16,958 | 102,727 |
| 2025 | 83,011 | 13,254 | 96,265 |
| Thereafter | <u>295,000</u> | <u>34,613</u> | <u>328,613</u> |
| | <u>\$ 698,772</u> | <u>\$ 136,302</u> | <u>\$ 835,074</u> |

Interest costs incurred and charged to expense for the year ended December 31, 2020 was \$29,992.

DES ALLEMANS VOLUNTEER FIRE DEPARTMENT, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2020

(6) RISK MANAGEMENT

The Fire Department is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; injuries to firemen; and natural disasters. The Fire Department carries commercial insurance in amounts sufficient to insure itself against claims resulting from any of those risks.

(7) NEW ACCOUNTING PRONOUNCEMENTS

The GASB has issued Statement No. 87, "*Leases*." The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. The GASB issued Statement No. 95 "*Postponement of the Effective Dates of Certain Authoritative Guidance*" which has deferred the effective date of Statement No. 87 and Implementation Guide No. 2019-3 by 18 months to fiscal years beginning after June 15, 2021. The Fire Department plans to adopt these Statements as applicable by the effective date.

(8) RISK AND UNCERTAINTY

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S., including the State of Louisiana, declared a state of emergency and "Stay at Home" orders. There has been no immediate impact to the Fire Department's operations. Future potential impacts may include disruptions in the ability of citizens to continue making tax payments as a result of job loss, declines in sales tax revenues, or other pandemic related issues.

OTHER SUPPLEMENTARY INFORMATION

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2020

| | <u>Fire Chief Brian Champagne</u> |
|--|-----------------------------------|
| No compensation, benefits, or other payments in 2020 | <u>S -</u> |
| Total compensation, benefits, and other payments | <u><u>S -</u></u> |



**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 Directors of the
Des Allemands Volunteer Fire Department, Inc.
Des Allemands, 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 Des Allemands Volunteer Fire Department, Inc. as of and for the year ended , and the related notes to the financial statements, which collectively comprise the Des Allemands Volunteer Fire Department, Inc.’s basic financial statements and have issued our report thereon dated June 19, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Des Allemands Volunteer Fire Department, Inc.’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Des Allemands Volunteer Fire Department, Inc.’s internal control. Accordingly, we do not express an opinion on the effectiveness of Des Allemands Volunteer Fire Department, Inc.’s internal control.

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

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



To the Board of Directors of the
Des Allemands Volunteer Fire Department, Inc.
June 19, 2021

Compliance and Other Matters

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

Purpose of this Report

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

June 19, 2021
New Orleans, Louisiana

Ericksen Krentel, LLP
Certified Public Accountants

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2020

SECTION I SUMMARY OF AUDITOR'S REPORTS

1. The Independent Auditor's Report expresses an unmodified opinion on the financial statements of Des Allemands Volunteer Fire Department, Inc.
2. No significant deficiencies or material weaknesses in internal control relating to the audit of the financial statements are reported in the 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*.
3. No instances of noncompliance material to the financial statements of Des Allemands Volunteer Fire Department, Inc., were reported in the 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*.
4. A management letter was issued for the year ended December 31, 2020.

SECTION II FINANCIAL STATEMENT FINDINGS

There were no findings related to the financial statements for the year ended December 31, 2020.

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2020

SECTION I FINANCIAL STATEMENTS FINDINGS

There were no financial statement findings for the year ended December 31, 2019.

SECTION II – MANAGEMENT LETTER ITEMS

2019-001 Classification of Debt and Interest Payments

Condition: We noted that the Fire Department still does not separate its debt and interest payments. We recommended that the Fire Department separately identify debt and interest payments on their quarterly and annual reports and ensure that the summations on each report are correct.

Status: This issue has not been resolved and is repeated as a management letter comment 2020-01.

2019-002 Credit Card Approval

Condition: We noted that the Fire Department did review the credit card statements but lacked the treasurer's approval of the statements. We recommended that the Fire Department begin to have a person who does not hold or use the credit cards to review credit card statements and sign off.

Status: This issue has been resolved and is not repeated as a management letter comment in 2020.



MANAGEMENT LETTER

To the Board of Directors of the
Des Allemands Volunteer Fire Department, Inc.
Destrehan, Louisiana

In planning and performing our audit of the financial statements of Des Allemands Volunteer Fire Department, Inc. (the Fire Department), as of and for the year ended December 31, 2020, in accordance with auditing standards generally accepted in the United States of America, the *Louisiana Governmental Audit Guide*, and the standards applicable to financial audits contained in *Government Auditing Standards*, we considered the Fire Department's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Fire Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Fire Department's internal control.

However, during our audit, we became aware of a matter that is an opportunity for strengthening internal controls and operating efficiency. This letter summarizes our comment and suggestions regarding this matter. This letter does not affect our report dated June 19, 2021, on the financial statements of Des Allemands Volunteer Fire Department, Inc.

We will review the status of this comment during our next audit engagement. We have already discussed this comment and suggestions with various Des Allemands Volunteer Fire Department, Inc. personnel, and we will be pleased to discuss this comment in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing the recommendations.

2020-001 Classification of Debt and Interest Payments

During our audit, it was noted that the Fire Department does not break out debt or interest payments on its quarterly financial statements or its annual trial balance, but rather groups them as "equipment purchases". We believe that this information is important to the users of the financial statements. Therefore, we recommend that the Fire Department separately identify debt and interest payments on their quarterly and annual reports.

This communication is intended solely for the information and use of the board of directors and others within Des Allemands Volunteer Fire Department, Inc. and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this letter is distributed by the Legislative Auditor as a public document.

June 19, 2021
New Orleans, Louisiana

Ericksen Krentel, LLP
Certified Public Accountants

DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT, INC.
MANAGEMENT'S CORRECTIVE ACTION PLANS – MANAGEMENT LETTER ITEMS
FOR THE YEAR ENDED DECEMBER 31, 2019

June 22, 2020

Louisiana Legislative Auditor

Des Allemands Volunteer Fire Department, Inc. respectfully submits the following corrective action plan for the year ended December 31, 2019.

Name and address of independent public accounting firm:

Ericksen Krentel LLP
4227 Canal Street
New Orleans, Louisiana 70119
Contact: Ronald H. Dawson, Jr.

Audit Period: 01/01/2019 to 12/31/2019

The comments from the December 31, 2019 management letter are discussed below. The comments are numbered consistently with the numbers assigned in the Management Letter.

SECTION III MANAGEMENT LETTER ITEMS

2019-001 Classification of Debt and Interest Payments

Recommendation: We recommend that the Fire Department separately identify debt and interest payments on their quarterly and annual reports.

Response: The Fire Department agrees with the recommendation and will ensure its future reports have debt and interest payments grouped separately.

2019-002 Credit Card Approval

Recommendation: We recommend that the Fire Department begin to have a person who does not hold or use the credit cards review credit card statements and sign off on them.

Response: The Fire Department agrees with the recommendation and will look into developing a process to document approval of credit card statements.

If there are any questions regarding this plan, please call Fire Chief, Brian Champagne, at (985) 758-7766.

Sincerely,



Signature



Title