

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH

Downsville, Louisiana

*Financial Report
And
Report on Applying Agreed-Upon Procedures
For the Year Ended December 31, 2022*



WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

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WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Board of Commissioners
Ward Five Fire Protection District of Union Parish
Downsville, Louisiana

I have reviewed the accompanying financial statements of the governmental activities and each major fund of Ward Five Fire Protection District of Union Parish (the District), a component unit of the Union Parish Police Jury, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

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.

Accountant's Responsibility

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA, and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

I am required to be independent of the Ward Five Fire Protection District of Union Parish, and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my review.

Accountant's Conclusion

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



Board of Commissioners
Ward Five Fire Protection District of Union Parish
Downsville, Louisiana

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedule on pages 3 through 5 and page 18, be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. I have not audited or reviewed such required supplementary information and, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on it.

Other Information

The accompanying schedule of compensation, benefits and other payments to agency head and commissioners on page 20 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the supplementary information and, accordingly, do not express an opinion on such information.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, I have issued a report dated July 1, 2024, on the results of our agreed-upon procedures.

Maxwell CPA, LLC

Sterlington, Louisiana
July 1, 2024

**REQUIRED SUPPLEMENTAL INFORMATION (PART A)
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

As management of the Ward Five Fire 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, 2022. Please read it in conjunction with the District's basic financial statements. This discussion and analysis of management is designed to provide an objective and easy-to-read analysis of the District's financial activities based on currently known facts, decisions, or conditions. It is intended to provide readers with a broad overview of the District's finances. It is also intended to provide readers with an analysis of the short-term and long-term activities of the District based on information presented in the financial report and fiscal policies that have been adopted by the District. Specifically, this section is designed to assist the readers in focusing on significant financial issues, provide an overview of the District's financial activity, identify changes in the District's financial position (its ability to address the next and subsequent years' challenges), identify any material deviations from the financial plan (the approved budget), and identify individual issues or concerns.

As with other sections of the financial report, the information contained within this discussion and analysis of management should be considered only a part of the greater whole. The readers of this statement should take time to read and evaluate all sections of this report, including the footnotes and supplementary information that are provided in addition to this discussion and analysis of management.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the District's financial statements. The District's basic financial statements are comprised of the following components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements.

In addition to the basic financial statements and accompanying notes, the District also includes in subsequent sections of this report additional information to supplement the basic financial statements.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

Government-wide financial statements are designed by the Governmental Accounting Standards Board (GASB) Statement No. 34 to change the way in which government financial statements are presented. It now provides readers with a concise "entity-wide" statement of net position and statement of activities, seeking to give the users of the financial statements a broad overview of the District's financial position and results of operations in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. The difference between assets and liabilities is reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or weakening. Evaluation of the overall economic health of the District would extend to other nonfinancial factors in addition to the financial information provided in this report.

Ward Five Fire Protection District of Union Parish
Management Discussion and Analysis (continued)

The statement of activities presents information detailing how the District’s net position changed. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected fees).

The government-wide financial statements report governmental activities of the District that are principally supported by fees and services. Governmental activities include public safety.

FUND FINANCIAL STATEMENTS

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The District uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the District’s only fund which is considered a major fund.

The District has only one fund type. The governmental fund is reported in the fund financial statements and encompasses essentially the same functions reported as governmental activities in the government-wide financial statements.

A reconciliation from both the governmental fund balance sheet and the statement of revenues, expenditures, and changes in fund balance to the government-wide statements is provided to assist in understanding the differences between these two perspectives.

NOTES TO FINANCIAL STATEMENTS

The accompanying notes to the financial statements provide additional information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin immediately following the basic financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following provides a summary of the net position of the District’s governmental activities as of December 31:

	2022	2021
Current and Other Assets	\$ 843,775	\$ 756,195
Capital Assets	1,350,388	1,442,631
Total Assets	2,194,163	2,198,826
Other Liabilities	10,177	10,233
Deferred Inflow of Resources	308,409	310,258
Net Position		
Invested in Capital Assets	1,350,388	1,442,631
Unrestricted	525,189	435,704
Total Net Position	\$ 1,875,577	\$ 1,878,335

Ward Five Fire Protection District of Union Parish
Management Discussion and Analysis (continued)

As noted earlier, net position may serve over time as a useful indicator of the District's financial position. The District will use the unrestricted net position to meet the ongoing obligations to users of its services and creditors.

GOVERNMENTAL ACTIVITIES

The following provides a summary of the District's changes net position for the years ended December 31:

	<u>2022</u>	<u>2021</u>
General Revenues	\$ 332,812	\$ 326,392
Public Safety Expenses	<u>(335,570)</u>	<u>(298,679)</u>
Changes in Net Position	<u>\$ (2,758)</u>	<u>\$ 27,713</u>

BUDGETARY HIGHLIGHTS

In accordance with the Louisiana Local Government Budget Act, the District must adopt a budget for the general fund prior to December 31. The original budget was adopted on November 11, 2021, and was amended once during the fiscal year.

CAPITAL ASSETS

The District's investment in Capital Assets, net of accumulated depreciation, for governmental activities as of December 31, 2022, was \$1,350,388. During the year the District had a capital outlay expense of \$84,406.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

Total revenues in the District's proposed budget for the year ended December 31, 2023, were approximately the same as those adopted for the year ended December 31, 2022. Budgeted expenses adopted for the year ended December 31, 2023, were approximately 10% more than those adopted for the year ended December 31, 2022.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's financial picture for all those with an interest in the District's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Ward Five Fire Protection District, 11616 Highway 15, Downsville, Louisiana 71234.

BASIC FINANCIAL STATEMENTS

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
STATEMENT OF NET POSITION - GOVERNMENTAL ACTIVITIES
DECEMBER 31, 2022

ASSETS

Cash	\$	583,355
Property Taxes Receivable		260,420
Capital Assets, Net:		
Land		13,500
Other Capital Assets, Net of Depreciation		1,336,888
		1,336,888
Total Assets	\$	2,194,163

LIABILITIES

Payroll Accruals and Withholdings	\$	10,177
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DEFERRED INFLOWS OF RESOURCES

Related to Property Taxes		308,409
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NET POSITION

Net Investment in Capital Assets		1,350,388
Unrestricted		525,189
		525,189

<u>TOTAL NET POSITION</u>	\$	<u>1,875,577</u>
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See independent accountant's review report and notes to financial statements.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
STATEMENT OF ACTIVITIES - GOVERNMENTAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2022

Expenses:

Current

Public Safety	
Contract Labor	\$ 900
Depreciation	176,649
Insurance	40,513
Lease	5,100
Maintenance and Operations	21,030
Miscellaneous	1,355
Office Supplies	1,242
Professional Services	9,750
Salaries	28,176
Supplies	28,429
Taxes - Payroll	1,468
Telephone	1,421
Training	11,240
Utilities	8,297
Total Expenses	<u>335,570</u>

General Revenues:

Property Taxes	310,158
Intergovernmental	22,354
Interest	300
Total General Revenues	<u>332,812</u>

Change in Net Position (2,758)

Net Position - Beginning 1,878,335

NET POSITION - ENDING \$ 1,875,577

See independent accountant's review report and notes to financial statements.

FUND FINANCIAL STATEMENTS

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
BALANCE SHEET
GOVERNMENTAL FUNDS - GENERAL FUND
DECEMBER 31, 2022

ASSETS

Cash and Cash Equivalents	\$ 583,355
Property Taxes Receivable	260,420
Total Assets	<u>843,775</u>

LIABILITIES

Payroll Accruals and Withholdings	10,177
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DEFERRED INFLOWS OF RESOURCES

Related to Property Taxes	308,409
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FUND BALANCES

Unassigned	<u>525,189</u>
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<u>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES,</u> <u>AND FUND BALANCE</u>	<u>\$ 843,775</u>
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See independent accountant's review report and notes to financial statements.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
RECONCILIATION OF GOVERNMENTAL
FUND BALANCES TO STATEMENT OF NET POSITION
DECEMBER 31, 2022

Total Governmental Fund Balances	\$ 525,189
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*Amounts reported for governmental activities
in the statement of net position are different
because:*

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds, net of depreciation.	<u>1,350,388</u>
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Net Position of Governmental Activities	<u><u>\$ 1,875,577</u></u>
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See independent accountant's review report and notes to financial statements.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE
IN FUND BALANCE - GOVERNMENTAL FUND - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2022

Revenues

Property Taxes	\$ 310,158
Intergovernmental Revenues	22,354
Use of Money and Property	300
Total Revenues	<u>332,812</u>

Expenditures

Current:	
Public Safety:	
Contract Labor	900
Insurance	40,513
Lease	5,100
Maintenance and Operations	21,030
Miscellaneous	1,355
Office Supplies	1,242
Professional Services	9,750
Salaries	28,176
Supplies	28,429
Taxes - Payroll	1,468
Telephone	1,421
Training	11,240
Utilities	8,297
Capital Outlay	84,406
Total Expenditures	<u>243,327</u>

Net Change in Fund Balance 89,485

Fund Balances - Beginning 435,704

FUND BALANCES - ENDING **\$ 525,189**

See independent accountant's review report and notes to financial statements.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2022

Net Change in Fund Balances - Total Governmental Funds \$ 89,485

*Amounts reported for governmental activities
in the statement of activities are different
because:*

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital Outlay	84,406	
Depreciation Expense	<u>(176,649)</u>	<u>(92,243)</u>

Change in Net Position of Governmental Activities \$ (2,758)

See independent accountant's review report and notes to financial statements.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 1 - Organization and Summary of Significant Accounting Policies

Ward Five Fire Protection District of Union Parish (the District) was created by Union Parish Police Jury, as authorized by Louisiana Revised Statute 40:1492. The District is governed by a five-member board. Two members are appointed by Union Parish Police Jury, two members are appointed by Village of Downsville, and the fifth member, who is chairman, is selected by the other four members. Board members serve two-year terms without compensation. The District is responsible for maintaining and operating fire stations and equipment and providing fire protection within the boundaries of the District.

The District employs one part-time employee.

The District is considered a component unit of Union Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the District and do not present information on Union Parish Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

The more significant of the District's accounting policies are described below:

A. Government-Wide Financial Statements

The government-wide financial statements include the statement of net position and the statement of activities. These statements report financial information for the District as a whole as governmental activities, generally supported by program revenues.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include charges for services to users of the District's service. Other revenue sources not properly included with the program revenues are reported instead as general revenues.

B. Fund Financial Statements

Fund financial statements are provided for the governmental fund.

C. Basis of Accounting, Measurement Focus, and Financial Statement Presentation:

The financial statements of the District are prepared in accordance with generally accepted accounting principles (GAAP).

The government-wide financial statements report using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 1 - Organization and Summary of Significant Accounting Policies (continued)

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The District considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred.

Property taxes associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the District.

D. Fund Type and Major Fund

The District reports the General Fund as a major governmental fund. The General Fund is the general operating fund of the District and accounts for all financial resources.

E. Budgets and Budgetary Accounting

The Board of Commissioners adopted the annual budget for the General Fund on November 11, 2021. The annual budget was prepared on a non-GAAP budgetary basis of accounting. The treasurer is authorized to transfer budgeted amounts within and among departments; however, any revisions that alter the total expenditures resulting from revenues exceeding amounts estimated must be approved by the Board of Commissioners. There were no amendments made to the budget and the budgetary comparison schedule, included as supplementary information in the accompanying financial statements, includes the original budgeted amounts. All annual appropriations lapse at the end of each fiscal year.

F. Use of Estimates

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

G. Cash

Cash includes amounts in demand deposits. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

H. Receivables

Receivables include property taxes only.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 1 - Organization and Summary of Significant Accounting Policies (continued)

I. Uncollectible Allowance

The statements contain no provision for uncollectible accounts. The District's management is of the opinion that such an allowance would be immaterial in relation to the financial statements taken as a whole.

J. Capital Assets and Depreciation

Capital assets, which include property, plant, equipment, with useful lives of more than one year are reported in the government-wide financial statements. Capital assets are capitalized at historical cost. The District maintains a threshold level of \$1,500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized.

When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations.

As surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings	40 Years
Vehicles	5-15 Years
Equipment	5-20 Years

K. Deferred Inflows/Outflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an expenditure until then. In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The District's deferred inflows are related to property taxes.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 1 - Organization and Summary of Significant Accounting Policies (continued)

N. Equity Classifications

In the government-wide financial statements, equity is classified as net position and classified further into two components:

1. Net investment in capital assets – consists of capital assets net of accumulated depreciation.
2. Unrestricted – consists of all other assets.

In the fund financial statements, governmental fund equity is classified as fund balance. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

1. Non-spendable – amounts that are not in a spendable form (such as inventory) or are required to be maintained intact.
2. Restricted – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
3. Committed – amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest level of action to remove or change the constraint.
4. Assigned – amounts that the District intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
5. Unassigned – amounts that are available for any purpose; positive amounts are reported only in the General Fund.

Note 2 - Cash

As of December 31, 2022, the District had cash in an interest-bearing demand deposit account (book balance) totaling \$583,355. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities were held in the name of the pledging fiscal agent bank in a hold or custodial bank that was mutually acceptable to both parties.

As of December 31, 2022, the District's collected bank balance of \$580,664 was secured from risk by \$250,000 of federal deposit insurance and \$330,664 of pledged securities held by the counterparty's trust department or agent in the District's name.

There were no repurchase or reverse repurchase agreements as of December 31, 2022.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 3 - Taxes

Property Taxes are levied on a calendar year basis and become due on January 1 of each year. The District is authorized and did levy a maximum tax of 10 mills on property within the boundaries of the District for maintenance and operations of the District. Total taxes levied for the year ended December 31, 2022, were \$310,158 and as of December 31, 2022, taxes receivable were \$260,420. The authorized millage expires with the year ending 2030.

Note 4 - Capital Assets and Depreciation

Capital assets and depreciation activity as of and for the year ended December 31, 2022, for the District is as follows:

	Balance January 1, 2022	Increases	Decreases	Balance December 31, 2022
Governmental Activities				
Capital Assets Not Being Depreciated:				
Land	\$ 13,500	\$ -	\$ -	\$ 13,500
Construction In Progress	17,750	-	(17,750)	-
Total Capital Assets Not Being Depreciated	31,250	-	(17,750)	13,500
Capital Assets Being Depreciated:				
Buildings	282,785	-	-	282,785
Vehicles	1,908,912	21,278	-	1,930,190
Equipment	430,966	80,878	-	511,844
Total Capital Assets Being Depreciated	2,622,663	102,156	-	2,724,819
Less Accumulated Depreciation For:				
Buildings	(55,407)	(7,741)	-	(63,148)
Vehicles	(914,868)	(109,850)	-	(1,024,718)
Equipment	(241,007)	(59,058)	-	(300,065)
Total Accumulated Depreciation	(1,211,282)	(176,649)	-	(1,387,931)
Total Capital Assets Being Depreciated, Net	<u>\$ 1,411,381</u>	<u>\$ (74,493)</u>	<u>\$ -</u>	<u>\$1,336,888</u>

The depreciation expense of \$176,649 is reported separately in the statement of activities.

Note 5 - Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District carries commercial insurance for all risks of loss. There have been no significant reductions in insurance coverage in the prior year. Settlements have not exceeded insurance coverage in any of the past three fiscal years.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 6 - Subsequent Events

Subsequent events have been evaluated through July 1, 2024, which is the day the financial statements were available to be issued, and it was determined that no significant events had occurred requiring disclosure.

**REQUIRED SUPPLEMENTAL INFORMATION (PART B)
BUDGETARY COMPARISON SCHEDULE**

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
BUDGETARY COMPARISON SCHEDULE (NON-GAAP)
GOVERNMENTAL FUND - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance
	<u>Original</u>	<u>Final</u>		With Final Budget Favorable (Unfavorable)
<u>Revenues</u>				
Property Taxes	\$ 291,067	\$ 300,000	\$ 310,158	\$ 10,158
Insurance	-	-	22,354	22,354
Interest	120	300	300	-
Other	-	1,100	-	(1,100)
Total Revenues	<u>291,187</u>	<u>301,400</u>	<u>332,812</u>	<u>31,412</u>
<u>Expenditures</u>				
Current				
Public Safety				
Contract Labor	13,616	15,000	900	14,100
Insurance	40,500	42,000	40,513	1,487
Lease	1,800	5,200	5,100	100
Maintenance and Operations	20,096	27,691	21,030	6,661
Miscellaneous	4,050	-	1,355	(1,355)
Office Supplies	2,800	1,800	1,242	558
Professional Services	15,536	15,536	9,750	5,786
Salaries	18,000	18,000	28,176	(10,176)
Supplies	30,561	51,486	28,429	23,057
Taxes-Payroll	1,568	1,575	1,468	107
Telephone	1,400	1,500	1,421	79
Training	1,584	-	-	-
Travel and Meals	10,179	14,000	11,240	2,760
Utilities	8,210	9,000	8,297	703
Capital Outlay	21,115	30,000	84,406	(54,406)
Total Expenditures	<u>191,015</u>	<u>232,788</u>	<u>243,327</u>	<u>(10,539)</u>
<u>Net Change in Fund Balance</u>	100,172	68,612	89,485	20,873
<u>Fund Balance at Beginning of Year</u>	<u>-</u>	<u>-</u>	<u>435,704</u>	<u>184,710</u>
<u>Fund Balance at End of Year</u>	<u>\$ 100,172</u>	<u>\$ 68,612</u>	<u>\$ 525,189</u>	<u>\$ 205,583</u>

See independent accountant's review report.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
NOTES TO THE BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED DECEMBER 31, 2022

Budget Information

The District uses the following budget practices:

A proposed budget for the General fund, prepared on the modified accrual basis of accounting, is normally presented to the board each year. The budget is legally adopted by the board amended during the year as necessary. Budgets are established and controlled by the board at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. There was one budget amendment during the year ended December 31, 2022.

The budget comparison statements included in the accompanying financial statements reflect the original proposed budget. Accounting principles applied for purposes of developing data on a budgetary basis and those used to present financial statements in conformity with generally accepted accounting principles are the same and no adjustment is necessary to convert the actual GAAP data to the budgetary basis.

OTHER SUPPLEMENTARY INFORMATION

WARD FIVE FIRE DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER
PAYMENTS TO AGENCY HEAD AND COMMISSIONERS
FOR THE YEAR ENDED DECEMBER 31, 2022

Agency Head		
	Ashley Bailey, Fire Chief	
Salary		\$ 18,000
Benefits		
	Benefits - Retirement	
	Total Benefits	-
Total		\$ 18,000

See independent accountant's review report.

WARD FIVE FIRE PROTECTION DISTRICT OF UNION PARISH
DOWNSVILLE, LOUISIANA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2022

2022-01 Compliance with Annual Filing Deadline

Criteria

Louisiana Revised Statute 24:513 requires timely filing of annual reports within six months after the end of the fiscal year.

Condition

The District did not timely file its annual reports for the year ending December 31, 2022.

Cause

The District did not file its report for December 31, 2022, within six months of the end of its fiscal year.

Effect

The District was not in compliance with state statute.

Recommendation

The District should work with its outside accounting firm to get the financial information ready earlier so that it can be submitted to the Legislative Auditor in a timely manner.

Management's Response

In the future the District will work with its contracted accounting firm to make sure that all financial information is available earlier in the year.

VILLAGE OF BONITA, LOUISIANA
STATUS OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 30, 2022

2021-01 Noncompliance with Local Government Budget Act

Condition

For the year ended December 31, 2021, the District's General Fund actual expenditures exceeded its budgeted expenditures by more than 5%.

Recommendation

The District should monitor the budget so that it can be amended as needed. The contracted accounting firm should assist the District with the budget amendments.

Current Status

This finding was resolved in 2022.

2021-02 Compliance with Annual Filing Deadline

Condition

The District did not timely file its annual reports for the year ending December 31, 2021.

Recommendation

The District should work with its outside accounting firm to get the financial information ready earlier so that it can be submitted to the Legislative Auditor in a timely manner.

Current Status

The finding was repeated as finding 2022-01.



INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners
Ward Five Fire Protection District of Union Parish
Downsville, Louisiana

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the Ward Five Fire Protection District of Union Parish (the District) and the Louisiana Legislative Auditor, on the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2022, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The District is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, I make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Public Bid Law

- 1. Obtain documentation for all expenditures made during the year for material and supplies exceeding \$60,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1755 (the state procurement code) or R.S.38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.**

The District had no expenditures for materials and supplies exceeding \$60,000 and no expenditures exceeding \$250,000 for public works.

Code of Ethics for Public Officials and Public Employees

- 2. Obtain a list of the immediate family members of each board member as defined by RS 42:1101-1124 (the ethics law).**

Management provided me with the requested information.



3. Obtain a list of all employees paid during the fiscal year.

Management provided me with the requested information.

4. Report on whether any employees' names appear on both lists obtained in Procedures 2 and 3.

No exceptions noted.

5. Obtain a list of all disbursements made during the year; and a list of outside business interest of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

No exceptions noted.

Budgeting

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget for 2022.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute's book, and report whether there are any exceptions.

The board meeting minutes did not mention the adoption or amending of the budget.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

No exceptions noted.

Accounting and Reporting

9. Obtain the list of all disbursements made during the year. Randomly select six disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

a. Report whether the six disbursements agree to the amount and payee in the supporting documentation.

No exceptions.

b. Report whether the six disbursements were coded to the correct fund and general ledger account.

No exceptions.

- c. **Report whether the six disbursements were approved in accordance with management's policies and procedures.**

No exceptions.

Meetings

10. **Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.**

Management asserted that meeting agendas are posted before each meeting.

Debt

11. **Obtain bank deposit slips for the fiscal year and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.**

No deposits appeared to be proceeds from bank loans or like indebtedness.

Advances and Bonuses

12. **Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.**

No exceptions noted.

State Audit Law

13. **Report whether the agency provided a timely report in accordance with R.S. 24:513.**

The District's report was not submitted by the due date of June 30, 2023.

14. **Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).**

No exceptions noted.

Ward Five Fire Protection District of Union Parish
Downsville, Louisiana
July 1, 2024

Prior-Year Comments

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

The independent accountant's prior year report on applying agreed-upon procedures, dated December 20, 2023, included an exception relating to noncompliance with the Local Government Budget Act. The report also included a late filing exception. The late exception was repeated for the year ended December 31, 2022.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Maxwell CPA, LLC
Sterlington, Louisiana
July 1, 2024

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

06/30/2024 (Date Transmitted)

Maxwell CPA (CPA Firm Name)

537 HWY 2 (CPA Firm Address)

Sterlington, LA 71280 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of 12/31/2022 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No N/A

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes No N/A

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes No N/A

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes No N/A

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No N/A

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes No N/A

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No N/A

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No N/A

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No N/A

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes No N/A

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes No N/A

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes No N/A

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes No N/A

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No N/A

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No N/A

We acknowledge that we are responsible for determining that that the procedures performed are appropriate for the purposes of this engagement.

Yes No N/A

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No N/A

We have provided you with all relevant information and access under the terms of our agreement.

Yes No N/A

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No N/A

We are not aware of any material misstatements in the information we have provided to you.

Yes No N/A

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose

