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HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana

Component Unit Financial Statements  
As of and for the Year Ended  
December 31, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date MAY 12 1999

**HOLLY RIDGE FIRE PROTECTION DISTRICT  
 RICHLAND PARISH POLICE JURY  
 Rayville, Louisiana**

**Component Unit Financial Statements  
 As of and for the Year Ended December 31, 1998  
 With Supplemental Information Schedules**

**CONTENTS**

	<b>Statement</b>	<b>Page</b>
Accountant's Report on the Financial Statements		2
General Purpose Financial Statements:		
Balance Sheet - All Fund Types and Account Groups	A	3
Governmental Funds:		
Statement of Revenues, Expenditures, and Changes in Fund Balances	B	4
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Non-GAAP Basis) and Actual - General Fund	C	5
Notes to the Financial Statements		6
	<b>Schedule</b>	<b>Page</b>
Supplemental Information Schedules:		
Schedule of Compensation Paid Board Members	1	14
Summary Schedule of Prior Audit Findings	2	15
Corrective Action Plan for Current Year Audit Findings	3	16
Independent Accountant's Report on Applying Agreed-Upon Procedures		17
Louisiana Attestation Questionnaire		



KAREN M. HOLLIS

CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 397  
611 Madeline Street  
Rayville, LA 71269  
Phone: (318) 728-6588

Accountant's Report

BOARD OF COMMISSIONERS  
HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana

I have compiled the accompanying component unit financial statements of the Holly Ridge Fire Protection District, a component unit of the Richland Parish Police Jury, as listed in the Table of Contents, as of December 31, 1998, and for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of the Board. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, I have issued a report, dated April 14, 1999, on the results of my agreed-upon procedures.

Rayville, Louisiana  
April 14, 1999

**HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana  
ALL FUND TYPES AND ACCOUNT GROUPS**

**Balance Sheet, December 31, 1998**

	GOVERNMENTAL FUNDS	ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
	GENERAL FUND	GENERAL FIXED ASSETS	GENERAL LONG-TERM OBLIGATIONS	
<b>ASSETS AND OTHER DEBITS</b>				
Assets:				
Cash and cash equivalents	\$84,158	\$	\$	\$84,158
Receivables	37,809			37,809
Land, buildings, and equipment		592,420		592,420
Other Debits:				
Amount to be provided for retirement of general long-term obligations			317,088	317,088
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$121,967</b>	<b>\$592,420</b>	<b>\$317,088</b>	<b>\$1,031,475</b>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>				
Liabilities:				
Accounts payable	\$331	\$	\$	\$331
General obligation bonds payable			317,088	317,088
Total Liabilities	\$331		\$317,088	\$317,419
Equity and Other Credits:				
Investment in general fixed assets		592,420		592,420
Fund balances:				
Reserved for debt service	40,640			40,640
Unreserved - undesignated	80,996			80,996
Total Equity and Other Credits	121,636	592,420		714,056
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$121,967</b>	<b>\$592,420</b>	<b>\$317,088</b>	<b>\$1,031,475</b>

See the accountant's report and the accompanying notes.

**HOLLY RIDGE FIRE PROTECTION DISTRICT  
 RICHLAND PARISH POLICE JURY  
 Rayville, Louisiana  
 GOVERNMENTAL FUNDS**

**Statement of Revenues, Expenditures,  
 and Changes in Fund Balances  
 For the Year Ended December 31, 1998**

	GENERAL FUND	TOTAL (MEMORANDUM ONLY)
<b>REVENUES</b>		
Parcel fees	\$66,900	\$66,900
Intergovernmental revenues:		
Parish police jury-2% fire insurance rebate	4,924	4,924
Interest earnings	2,619	2,619
Refunds	(135)	(135)
Total revenues	74,308	74,308
<b>EXPENDITURES</b>		
Dues and subscriptions	91	91
Fuel	312	312
Insurance	12,955	12,955
Legal and accounting	1,732	1,732
Repairs and maintenance	1,376	1,376
Supplies	2,356	2,356
Telephone	635	635
Utilities	1,325	1,325
Capital Outlay	5,349	5,349
Debt service:		
Principal	27,396	27,396
Interest	20,460	20,460
Total expenditures	73,987	73,987
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	321	321
<b>FUND BALANCES (Deficit) AT BEGINNING OF YEAR</b>	121,315	121,315
<b>FUND BALANCES (Deficit) AT END OF YEAR</b>	\$121,636	\$121,636

See the accountant's report and the accompanying notes.

**HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana  
GOVERNMENTAL FUND - GENERAL FUND**

**Statement of Revenues, Expenditures,  
and Changes in Fund Balance - Budget  
(Non-GAAP Basis) and Actual  
For the Year Ended December 31, 1998**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Parcel fees	\$78,100	\$66,700	(\$11,400)
Intergovernmental revenues:			
Parish police jury-2% fire insurance rebate	4,900	4,924	24
Interest earnings	0	2,619	2,619
Refunds	0	(135)	(135)
Total revenues	<u>83,000</u>	<u>74,108</u>	<u>(8,892)</u>
<b>EXPENDITURES</b>			
Dues and subscriptions	0	91	(91)
Fuel	2,500	996	1,504
Insurance	14,000	12,955	1,045
Legal and accounting	2,000	1,696	304
Repairs and maintenance	4,000	1,378	2,622
Supplies	2,000	2,356	(356)
Telephone	0	661	(661)
Utilities	2,000	1,339	661
Capital Outlay	5,000	5,349	(349)
Debt service:			
Principal	23,928	27,396	(3,468)
Interest	23,928	20,460	3,468
Total expenditures	<u>79,356</u>	<u>74,677</u>	<u>4,679</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	3,644	(569)	(4,213)
<b>FUND BALANCE (Deficit) AT BEGINNING OF YEAR</b>	<u>121,315</u>	<u>121,315</u>	<u>0</u>
<b>FUND BALANCE (Deficit) AT END OF YEAR</b>	<u>\$124,959</u>	<u>\$120,746</u>	<u>(\$4,213)</u>

See the accountant's report and the accompanying notes.

**HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana**

Notes to the Financial Statements  
As of and for the Year Ended December 31, 1998

**INTRODUCTION**

Holly Ridge Fire Protection District was created by resolution of the Richland Parish Police Jury on September 1, 1987, for the purpose of purchasing and maintaining fire equipment and providing fire protection for the people included in the district according to the boundaries set by the Richland Parish Police Jury. The district is governed by a board of commissioners consisting of seven members. The commissioners are appointed by the Richland Parish Police Jury and receive no compensation for their services. The district has no employees.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying component unit financial statements of the Holly Ridge Fire Protection District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**B. REPORTING ENTITY**

The district is a component unit of the Richland Parish Police Jury, the financial reporting entity. The police jury is financially accountable for the district because it appoints a voting majority of the board and has the ability to impose its will on them.

The accompanying financial statements present information only on the funds maintained by the district and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**C. FUND ACCOUNTING**

The district uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide

**HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY**  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the district are classified as governmental funds. Governmental funds account for the district's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds of the district include:

1. General Fund--the general operating fund of the district and accounts for all financial resources, except those required to be accounted for in other funds.

**D. BASIS OF ACCOUNTING**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Parcel Fees are recorded in the year the taxes are assessed. The parcel fees are assessed on a calendar year basis, become due on December 31 of each year, and become delinquent on January 1 of the ensuing year. The fees are generally collected in December of the current year and January and February of the ensuing year. Delinquent fees are considered fully collectible and therefore no allowance for uncollectible fees is provided.

Interest income on time deposits are recorded at the end of each quarter when credited by the bank.

Intergovernmental revenues are recorded when they become entitled to the funds.

Substantially all other revenues are recorded when they become available to the district.

**Expenditures**

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

**E. BUDGETS**



**HOLLY RIDGE FIRE PROTECTION DISTRICT**  
**RICHLAND PARISH POLICE JURY**  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

The district uses the following budget practices:

Preliminary budgets for the ensuing year are prepared by the secretary-treasurer during November of each year. During November, the Board reviews the proposed budget and makes changes as it deems appropriate. The budget is printed in the official paper of the parish in November. The budget is then adopted during the December meeting. All annual appropriations lapse at year end.

The budget comparison statement included in the accompanying financial statements include the original adopted budget (cash basis) . There were no amendments made. The following reconciles the excess (deficiency) of revenues over expenditures shown in the combined statement of revenues, expenditures and changes in fund balance (GAAP basis) to the combined statement of revenues, expenditures and changes in fund balance (cash basis):

	<u>December 31, 1998</u>
Excess (deficiency) of revenues over expenditures (GAAP)	\$ 321
Adjustments:	
Receivables	( 199)
Payables	<u>( 691)</u>
Excess (deficiency) of revenues over expenditures (cash)	<u>\$ (569)</u>

**F. ENCUMBRANCES**

The district does not use the encumbrance system in its record keeping.

**G. CASH AND CASH EQUIVALENTS**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. 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. FIXED ASSETS**

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. Public domain or infrastructures are capitalized. Interest costs incurred during construction are capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available.

**HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY**  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

**I. COMPENSATED ABSENCES**

The district does not have any full time employees; therefore, it does not have a formal vacation or sick leave policy.

**J. LONG-TERM OBLIGATIONS**

Long-term obligations expected to be financed from governmental funds are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the governmental funds when due.

**K. FUND EQUITY**

**Reserves**

Reserves represent those portions of fund equity not appropriate for expenditure or legally segregated for a specific future use.

**Designated Fund Balances**

Designated fund balances represent tentative plans for future use of financial resources.

**L. TOTAL COLUMNS ON STATEMENTS**

The total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**2. LEVIED TAXES**

The district is authorized to levy a parcel fee not to exceed \$100 annually on property within the district for maintenance and operation of the district. The fee may be collected at the same time as parish ad valorem taxes and the fee expires in 2014.

**3. CASH AND CASH EQUIVALENTS**

At December 31, 1998, the district has cash and cash equivalents (book balances) totaling \$84,158 as follows:

**HOLLY RIDGE FIRE PROTECTION DISTRICT**  
**RICHLAND PARISH POLICE JURY**  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

Demand deposits	\$43,519
Time deposits	<u>40,639</u>
Total	<u><u>\$84,158</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1998, the district has \$84,158 in deposits (collected bank balances). These deposits are secured from risk by \$200,000 of federal deposit insurance.

**5. RECEIVABLES**

The following is a summary of receivables at December 31, 1998:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Total</u>
Parcel Fees	<u>\$37,809</u>	<u>\$37,809</u>
Total	<u><u>\$37,809</u></u>	<u><u>\$37,809</u></u>

The accounts receivable balance represents delinquent parcel fees for the prior years plus the current year. The delinquent fees are considered to be fully collectible and therefore no write off policy exists.

**5. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

**HOLLY RIDGE FIRE PROTECTION DISTRICT**  
**RICHLAND PARISH POLICE JURY**  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

	Balance January 1, 1998	Additions	Deductions	Balance December 31, 1998
Land	\$12,929	\$	\$	\$12,929
Buildings	161,020			161,020
Equipment and furniture	413,122	5,349		418,471
Total	<u>\$587,071</u>	<u>\$5,349</u>	<u>\$</u>	<u>\$592,420</u>

As required by Farmer's Home Administration, the district has a financing statement and security agreement mortgage on the equipment purchased with FmHA loan funds and the certificate of title show FmHA as having a first lien.

**6. PENSION PLAN**

The district has no employees and therefore does not contribute to a pension plan.

**7. LEASES**

The district has no operating or capital leases at December 31, 1998.

**8. CHANGES IN GENERAL LONG-TERM OBLIGATIONS**

The following is a summary of the long-term obligation transactions during the year:

	Bonded Debt	Total
Long-term obligations payable at January 1, 1998	\$344,484	\$344,484
Additions		
Deductions	<u>27,396</u>	<u>27,396</u>
Long-term obligations payable at December 31, 1998	<u>\$317,088</u>	<u>\$317,088</u>

General obligation bonds consists of bonds payable to Farmer's Home Administration bearing interest at 5.88 percent per annum. The bonds are secured by a pledge of revenues and restrict sale, transfer, lease or encumbrance of the facilities financed by the proceeds. In addition, the bond resolution restricts additional borrowing and requires maintenance of

**HOLLY RIDGE FIRE PROTECTION DISTRICT**  
**RICHLAND PARISH POLICE JURY**  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

sufficient revenue sources to meet debt service, operating and maintenance requirements and to provide adequate reserves.

A Reserve Fund and a Sinking Fund is required by bond resolution. A \$40,639 deposit is the Reserve Fund which requires the district to deposit 5% of the amount required to be paid annually into the Sinking Fund, which is the amount to be paid to Farmers Home Administration, each year until one bond payment has been accumulated and it is to be restricted use. The Sinking Fund is also the regular operating account.

**9. LITIGATION AND CLAIMS**

The district is not aware of any lawsuits or possible threats of any lawsuits at December 31, 1998.

**10. YEAR 2000 ISSUE**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the district's operations as early as fiscal year 1999.

Holly Ridge Fire Protection District is aware of the potential problems of year 2000 but has not inventoried any electronic equipment that may be affected by the year 2000 issue and that are necessary to conducting the District's operations. As of December 31, 1998, the District does not use computers and the only other electronic devices used are the radios. At this time a phone call to the radio provider will determine the next step if any to be required. The receivables are kept manually by the secretary/treasurer. The books are kept by Karen M. Hollis, CPA on a monthly basis and she is responsible for remediating her system and is solely responsible for any costs associated with the project.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the District is or will be Year 2000 ready, that the District's remediation efforts will be successful in whole or in part, or that parties with whom the District does business will be year 2000 ready.

**HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULES  
For the Year Ended December 31, 1998**

**COMPENSATION PAID BOARD MEMBERS**

A schedule of compensation paid board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature.

**PRIOR AUDIT FINDINGS**

The follow-up and corrective action taken on all prior audit findings is presented in the summary schedule of prior audit findings (Schedule 2).

**CURRENT AUDIT FINDINGS**

The corrective action plan for current year audit findings is presented in Schedule 3.

HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana

Schedule of Compensation Paid Board Members  
For the Year Ended December 31, 1998

<u>NAME</u>	<u>AMOUNT</u>
Andrew Stokes, Chairman	\$0
Lannie Thompson, Secretary/Treasurer	0
Bendel Clack	0
David Rawls	0
Tommy Thompson	0
Ted Seffens	0
Billy Richardson	0
	<hr/>
Total	<u><u>\$0</u></u>

HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana

Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 1998

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken (Yes, No, Partially)</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
Section I - Internal Control and Compliance Material to the Financial Statements				
<u>1</u>	<u>1997</u>	<u>Revenues failed to meet budgeted by 7%</u>	<u>Partially</u>	<u>Adjust budget in the future</u>
Section II - Management Letter:				



HOLLY RIDGE FIRE PROTECTION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana

Corrective Action Plan for  
Current Year Audit Findings  
For the Year Ended December 31, 1998

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name(s) of Contact Person(s)</u>	<u>Anticipated Completion Dat</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
1	Actual revenues failed to meet budgeted by 10%	Adjust budget when an unfavorable variance occurs of 5% or more	Lannie Thompson	12/31/1999
Section II - Management Letter:				



Independent Accountant's Report  
on Applying Agreed-Upon Procedures

P.O. Box 397  
611 Madeline Street  
Rayville, LA 71269  
Phone: (318) 728-6588

To the Board of Commissioners  
Holly Ridge Fire Protection District

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Holly Ridge Fire Protection District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Holly Ridge Fire Protection District's compliance with certain laws and regulations during the year ended December 31, 1998 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

*Public Bid Law*

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures for materials and supplies exceeding \$15,000 or public works exceeding \$100,000 were found.

*Code of Ethics for Public Officials and Public Employees*

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided me with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

The District has no employees. It is all volunteer.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management [agreed-upon procedure (3)] appeared on the list provided by management in agreed-upon procedure (2).

### *Budgeting*

5. Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

6. Trace the budget adoption and amendments to the minute book.

I traced the adoption of the original budget to the minutes of a meeting held on December 9, 1997 which indicated that the budget had been adopted by the commissioners of Holly Ridge Fire Protection District by a vote of 5 in favor and 0 opposed. No amendments were made to the budget during the year.

7. 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.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual expenditures for the year did not exceed budgeted amounts by more than 5%. Actual revenues failed to meet budgeted revenues by 10%.

### *Accounting and Reporting*

8. Randomly select 6 disbursements made during the period under examination and:
  - (a) trace payments to supporting documentation as to proper amount and payee;

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account and,

All of the payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the treasurer. In addition, each disbursement over \$100 must have board approval. No exceptions were found.

### *Meetings*

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Holly Ridge Fire Protection District published in the official journal of the parish, the notice of the meetings and the agendas for each meeting.

### *Debt*

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

I inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

### *Advances and Bonuses*

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

The District has no employees to review records for advances or bonuses.

My prior year report, dated May 20, 1998, included one unresolved matter concerning the actual revenues not meeting the budgeted by 7%. The revenues were under budget again this year by 10%.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Holly Ridge Fire Protection District and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in cursive script that reads "Karen M Hollis".

Rayville, Louisiana  
April 14, 1998

**LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)**

4-13-99 (Date Transmitted)

Karen M Hollis CPA  
PO Box 397  
Rayville, LA 71269  
\_\_\_\_\_  
(Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [] No [ ]

**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 LSA-RS 42:1101-1124.

Yes [] No [ ]

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 LSA-RS 42:1119.

Yes [] No [ ]

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [] No [ ]

**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 LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [] No [ ]

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [] No [ ]

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [] No [ ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [] No [ ]

**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 LSA-RS 39:1410.60-1410.65.

Yes [] No [ ]

**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, LSA-RS 14:138, and AG opinion 79-729.

Yes [] No [ ]

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

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

<u>Janine Thompson</u>	Secretary	<u>4-8-99</u>	Date
<u>Janine Thompson</u>	Treasurer	<u>4-8-99</u>	Date
<u>William A. Steves</u>	President	<u>4-8-99</u>	Date