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WARDS 4 & 5 FIRE PROTECTION DISTRICT
OF BIENVILLE PARISH
BIENVILLE PARISH POLICE JURY
Ringgold, Louisiana

FINANCIAL REPORT
DECEMBER 31, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 8-16-00

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WARDS 4 & 5 FIRE PROTECTION DISTRICT OF BIENVILLE PARISH
BIENVILLE PARISH POLICE JURY
Ringgold, Louisiana

Component Unit Financial Statements
As of and for the year ended December 31, 1999

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JAMIESON, WISE & MARTIN

A PROFESSIONAL ACCOUNTING CORPORATION

601 MAIN STREET P. O. BOX 897
MINDEN, LOUISIANA 71058-0897
(318) 377-3171

FAX (318) 377-3177
E-MAIL JWM@CWIDE.NET

MICHAEL W. WISE, C.P.A.
CARLOS E. MARTIN, C.P.A.
DAVID W. TINSLEY, C.P.A.

KRISTINE J. HARPER, C.P.A.
M. KENT CRAFT, C.P.A.

WM. PEARCE JAMIESON, C.P.A. (1991)

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

ACCOUNTANTS' COMPILATION REPORT

To the management of the Ward 4 & 5 Fire
Protection District of Bienville Parish
Ringgold, Louisiana

We have compiled the component unit financial statements as of December 31, 1999, 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 management. We have not audited or reviewed the compiled 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, we have issued a report, dated June 26, 2000, on the results of our agreed-upon procedures.

Jamieson, Wise & Martin

June 26, 2000
Minden, LA

JAMIESON, WISE & MARTIN

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Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Management of the Ward 4 & 5 Fire Protection
District of Bienville Parish

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Ward 4 & 5 Fire Protection District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Ward 4 & 5 Fire Protection District's compliance with certain laws and regulations during the year ended December 31, 1999 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, we 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).

For the year ended December 31, 1999, we noted two expenditures for materials and supplies exceeding \$15,000 and no expenditures for public works exceeding \$100,000. We examined documentation which indicated one of the expenditures had been properly advertised and accepted in accordance with the provisions of LSA-RS 38:2211-2251. One expenditure exceeding \$15,000 was not properly advertised in accordance with the public bid law requirements.

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 us with the required list including the noted information.

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

Management provided us with the required list.

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 with amendments noted. There were three amendments during the year ended December 31, 1999.

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

We traced the adoption of the original budget to the minutes of a meeting held on November 9, 1998. We traced amendments to the budget to increase and decrease budget line items to the minutes of meetings held on February 8, 1999, August 9, 1999 and December 28, 1999, which indicated that the amendments were appropriately adopted.

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

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fail to meet budgeted revenues by 5% or more. Expenditures for the year did not exceed budgeted amounts by 5% or more.

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;

We 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 six 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 approval from the Board of Commissioners.

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).

The Ward 4 & 5 Fire Protection District is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. Management has asserted that such documents were properly posted. We observed that the current month's notice was posted for the upcoming meeting. In addition, we scanned a file containing copies of the notices posted during the year as evidence supporting this assertion.

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.

We 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.

A reading of the minutes of the district for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Ward 4 & 5 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Jamison, Wise & Martin

June 26, 2000
Minden, Louisiana

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

June 26, 2000 (Date Transmitted)

Jamieson, Wise & Martin
P.O. Box 897
Minden, LA 71058-0897 (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 []

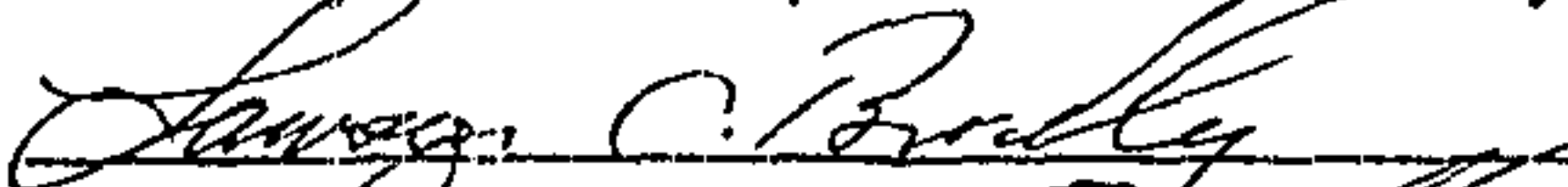
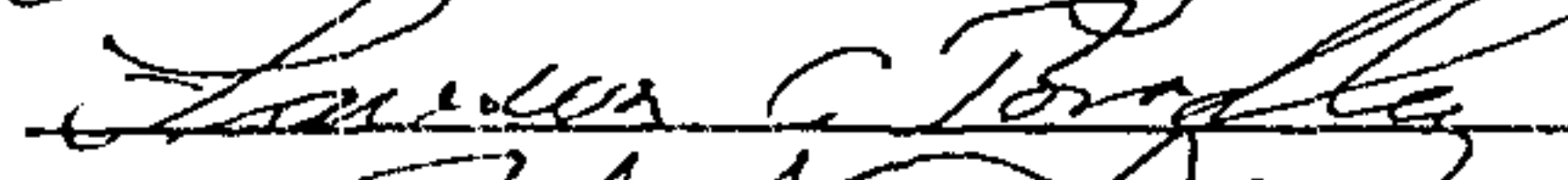

Advances and Bonuses

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.

	Secretary	<u>6/21/00</u>	Date
	Treasurer	<u>6/24/00</u>	Date
	President	<u>6/20/00</u>	Date

COMPONENT UNIT FINANCIAL STATEMENTS

WARDS FOUR AND FIVE FIRE PROTECTION DISTRICT
OF BIENVILLE PARISH
RINGGOLD, LOUISIANA

Balance Sheet - All Fund Types and Accounts Groups
December 31, 1999

	Governmental Fund Types		Account Groups		Total (Memorandum Only)
	General Fund	Debt Service Fund	General Fixed Assets	General Long-term Debt	
ASSETS AND OTHER DEBITS					
Cash	\$ 148,573	2,987	-	-	151,560
Receivables	225,026	-	-	-	225,026
Due from other funds	1,765	-	-	-	1,765
Land, buildings, improvements and equipment	-	-	1,364,070	-	1,364,070
Amount available in debt service	-	-	-	1,222	1,222
Amount to be provided for retirement of general long-term debt	-	-	-	33,778	33,778
Total assets	\$ 375,364	2,987	1,364,070	35,000	1,777,421
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts payable	\$ 3,914	-	-	-	3,914
Administrative fees payable	7,282	-	-	-	7,282
Due to other funds	-	1,765	-	-	1,765
Certificate of Indebtedness	-	-	-	35,000	35,000
Total liabilities	11,196	1,765	-	35,000	47,961
Fund equity:					
Investment in general fixed assets	-	-	1,364,070	-	1,364,070
Fund balances -					
Reserved for debt service	-	1,222	-	-	1,222
Unreserved - undesignated	364,168	-	-	-	364,168
Total fund equity	364,168	1,222	1,364,070	-	1,729,460
Total liabilities and fund equity	\$ 375,364	2,987	1,364,070	35,000	1,777,421

The accompanying notes are an integral part of these financial statements.

WARDS FOUR AND FIVE FIRE PROTECTION DISTRICT
OF BIENVILLE PARISH
RINGGOLD, LOUISIANA

Governmental Fund Types
Statements of Revenue, Expenditures and Changes in Fund Balances
For the year ended December 31, 1999

	General Fund	Debt Service Fund	Total (Memorandum Only)
REVENUES			
Ad valorem taxes	236,113	-	236,113
Interest	4,271	74	4,345
Intergovernmental revenues -			
Bienville Parish Police Jury	8,870	-	8,870
BPPJ - Rural Development Grant	25,000	-	25,000
Dept. of Treasury Grant	771	-	771
Other revenues	1,005	-	1,005
Total revenues	<u>276,030</u>	<u>74</u>	<u>276,104</u>
EXPENDITURES			
Current - public safety:			
Salaries & related expenses	36,857	-	36,857
Repairs & maintenance	15,823	-	15,823
Insurance	15,518	-	15,518
Office rent & expenses	3,118	-	3,118
Supplies	4,307	-	4,307
Telephone & utilities	13,046	-	13,046
Training & uniforms	1,703	-	1,703
Legal & accounting	3,060	-	3,060
Bond expense	-	300	300
Administrative fees	7,282	-	7,282
Miscellaneous	120	-	120
Capital outlay	65,027	-	65,027
Debt service:			
Note principal	211	-	211
Note interest	197	-	197
Certificate of Indebtedness - principal	30,000	-	30,000
Certificate of Indebtedness - interest	2,688	-	2,688
Total expenditures	<u>198,957</u>	<u>300</u>	<u>199,257</u>
Excess (deficiency) of revenues over expenditures	77,073	(226)	76,847
Fund balances at beginning of year	<u>287,095</u>	<u>1,448</u>	<u>288,543</u>
Fund balances at end of year	<u>\$364,168</u>	<u>1,222</u>	<u>365,390</u>

The accompanying notes are an integral part of these financial statements.

WARDS FOUR AND FIVE FIRE PROTECTION DISTRICT
OF BIENVILLE PARISH
RINGGOLD, LOUISIANA

Governmental Fund Type - General Fund
Statement of Revenue, Expenditures and Changes in
Fund Balance - Budget (Cash Basis) and Actual
For the Year Ended December 31, 1999

	Budget	Actual	Variance - Favorable (Unfavorable)
REVENUES			
Ad valorem taxes	\$ 225,000	230,727	5,727
Interest	3,500	4,271	771
Intergovernmental -			
Bienville Parish Police Jury	8,500	8,870	370
BPPJ - Rural Development Grant	25,000	25,000	-
Dept. of Treasury - Grant	771	771	-
Other revenues	2,300	1,005	(1,295)
Total revenues	265,071	270,644	5,573
EXPENDITURES			
Current - public safety:			
Salaries & related expenses	39,000	36,701	2,299
Insurance	19,500	19,878	(378)
Office rent & expenses	2,550	2,825	(275)
Supplies	4,800	4,911	(111)
Repairs & maintenance	14,600	14,482	118
Telephone & utilities	13,800	13,427	373
Training & uniforms	1,800	1,742	58
Legal & accounting	3,100	3,060	40
Administrative expenses	7,000	6,919	81
Miscellaneous	150	120	30
Capital outlay	69,200	68,874	326
Note payment & interest	-	409	(409)
Certificate of Indebtedness payment & interest	33,000	32,688	312
Total expenditures	208,500	206,036	2,464
Excess of revenues over expenditures	56,571	64,608	8,037
Cash balance at beginning of year	83,459	83,459	-
Cash balance at end of year	\$ 140,030	148,067	8,037

The accompanying notes are an integral part of these financial statements.

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1999

INTRODUCTION

Wards Four and Five Fire Protection District of Bienville Parish was created by the Bienville Parish Police Jury on May 11, 1988. The District includes all of Wards Four and Five of Bienville Parish. Jamestown Area Fire Protection District, which was created by the Bienville Parish Police Jury on September 11, 1985, was abolished upon creation of Wards Four and Five Fire Protection District and its assets and liabilities were transferred to the new District. The District is governed by a five-member board, of which two members are appointed by the Police Jury, one each by the Village of Jamestown and the Town of Ringgold, respectively, and one by the other four members of the board. Board members serve without compensation. The District is responsible for maintaining and operating fire stations and equipment and providing fire protection within the boundaries of the District.

1. The following is a summary of certain significant accounting policies:

A. Basis of Presentation

The accompanying component unit financial statements of the Ward 4 & 5 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 Bienville 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 that financial reporting entity.

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1999

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 related 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 accountability for certain assets and liabilities that are not recorded in 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.
2. Debt Service Fund –account for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term obligations account group.

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 generally are included on the balance sheet. Operating statements for these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental fund.

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1999

The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Under the modified accrual basis of accounting, revenues should be recognized in the accounting period in which they become available and measurable.

Ad valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Intergovernmental revenues are recorded when the District is entitled to the funds.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Substantially all other revenues are recorded when received.

Expenditures

With the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except that principal and interest on general long-term debt is recognized when due.

Other Financing Sources

Proceeds from the sale of long-term bonds are accounted for as an other financing source and are recognized when the underlying events occur.

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1999

E. Budgets

The district uses the following budget practices:

1. The Fire District clerk prepares a proposed budget and submits same to the Board of commissioners no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted by the board of commissioners prior to the commencement of the fiscal year for which the budget is being adopted.
5. *Budgetary amendments involving the transfer of funds from one department, program or function to another or involving increases in expenditures which results from revenues exceeding amounts estimated require the approval of the board of commissioners.*
6. Budgetary appropriations lapse at the end of the fiscal year.
7. The budget for the General fund was not adopted on a basis consistent with generally accepted accounting principles (GAAP).

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
 Ringgold, Louisiana
 Notes to Financial Statements
 As of and for the year ended December 31, 1999

8. The revenues and expenditures shown on page 10 are reconciled with the amounts reflected on the budget comparison on page 11 as follows:

	Year ended December 31, <u>1999</u>
Excess of revenues over expenditures, GAAP basis	\$ 77,073
To adjust for receivables	(5,408)
To adjust for payables	<u>(7,057)</u>
Excess of revenues over expenditures, Budget cash basis	\$ <u>64,608</u>

F. Cash

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. 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, and money market accounts with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the district may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

G. Fixed Assets

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are reported in the general fixed asset account group. The cost of normal maintenance and repairs that do not add to the value of fixed assets or materially extend their useful lives is not capitalized. Public domain (infrastructure) general fixed assets consisting of parking lots and other improvements are not capitalized. Interest costs incurred during construction are

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1999

not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost where historical records are available and at estimated cost where no historical records are available.

H. Compensated Absences

The District had three employees, one full-time and two part-time. Unpaid vacation and sick leave are not accrued in governmental funds. Employees are able to earn up to 10 days of sick leave per year, however, they are not allowed to carry over more than 25 days of accumulated sick leave. No vacation time may be carried over after year-end. Sick leave carryover as of December 31, 1999 was deemed immaterial.

I. 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 for long-term obligations are recognized in the governmental funds when due.

J. Total Columns on Combined Statements

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.

**WARDS FOUR AND FIVE FIRE PROTECTION
 DISTRICT OF BIENVILLE PARISH
 Ringgold, Louisiana
 Notes to Financial Statements
 As of and for the year ended December 31, 1999**

2. Levied taxes

The following is a summary of authorized and levied ad valorem taxes for the year ended December 31, 1999:

	1999 Levied <u>Millage</u>
District taxes:	
General maintenance	3.87
Operations and maintenance	2.87
Taxable property valuation	<u>\$34,892,460</u>

3. Cash and cash equivalents

At December 31, 1999, the District has book balances totaling \$151,560 as follows:

Demand deposits	\$	3,091
Interest-bearing deposits		<u>148,469</u>
Total	\$	<u>151,560</u>

These deposits are stated at cost, which approximates market. Under state law, these bank balances must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of pledged securities plus the federal deposit insurance must at all times at least 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, 1999, the district has \$154,060 in collected bank balances. The deposits are secured from risk by \$105,590 of federal deposit insurance and \$249,141 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the district that the fiscal agent has failed to pay deposited funds upon demand.

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1999

4. Receivables

The following is a summary of receivables at December 31, 1999:

<u>Class of Receivable</u>	<u>General Fund</u>
Ad valorem taxes	\$ <u>225,026</u>

5. Changes in general fixed assets

A summary of changes in general fixed assets follows:

	<u>Balance</u> <u>January 1</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>December 31</u>
<u>1999:</u>				
Land	\$ 16,650	-	-	16,650
Buildings	568,793	7,300	-	576,093
Fire-fighting equip.	697,103	45,505	-	742,608
Office equipment	18,739	1,361	-	20,100
Vehicles	<u>8,119</u>	<u>500</u>	-	<u>8,619</u>
Totals	\$ <u>1,309,404</u>	<u>54,666</u>	<u>-</u>	<u>1,364,070</u>

6. Pension plan

The district's employees participate in the federal social security program. The District is required to remit to the Social Security Administration an amount equal to the employees' contributions.

WARDS FOUR AND FIVE FIRE PROTECTION
 DISTRICT OF BIENVILLE PARISH
 Ringgold, Louisiana
 Notes to Financial Statements
 As of and for the year ended December 31, 1999

7. Changes in general long-term obligations

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

	Certificate of <u>Indebtedness</u>
Long-term debt payable January 1, 1999	\$ 65,000
Retirements	(<u>30,000</u>)
Long-term debt payable, December 31, 1999	\$ <u>35,000</u>

The \$150,000 Certificates of Indebtedness, Series 1996 bears an interest rate of 5.375%. Annual installments of \$30,000 to \$35,000 are due through March 1, 2000.

The annual requirements to amortize the Certificate of Indebtedness outstanding at December 31, 1999, including interest payments of \$ 941, are as follows:

2000	\$ <u>35,941</u>
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In accordance with Louisiana Revised Statute 39:562, the District is legally restricted from incurring long-term bonded debt in excess of ten (10) per cent of the assessed value of the taxable property in the District. At December 31, 1999, the statutory limit was \$ 3,489,246.

SUPPLEMENTAL INFORMATION SCHEDULES

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana

Schedule of Compensation Paid Board Members
For the Year Ended December 31, 1999

The following serve on the Board of Commissioners without compensation:

Robert P. Corley	Chairman
Lawson C. Bradley	Sec.-Treasurer
Billy Joe Wiggins	Member
James Pietsch	Member
William Conly	Member

WARDS 4 & 5 FIRE PROTECTION DISTRICT OF BIENVILLE PARISH
BIENVILLE PARISH POLICE JURY
Ringgold, Louisiana

Summary Schedule of Prior Year Findings
As of and for the year ended December 31, 1999

Agreed-upon procedures findings

98-1 - FINDING: *Budgeting*

Description of Finding: Expenditures exceeded budgeted amounts by 22%.

Corrective Action Taken - Yes, amendments were made to the budget. Expenditures did not exceed budgeted amounts by more than 5% for the year ended December 31, 1999.

Management letter findings

98-2 - FINDING: *Late Filing of 1998 Financial Report*

Description of Finding: Requested information to complete the attestation/compilation was not submitted to the CPA firm's office until after June 30, 1999. As a result, the 1998 financial report is filed late which violates state law.

Corrective Action Taken - Yes, management provided all required information in a timely manner.

WARDS 4 & 5 FIRE PROTECTION DISTRICT OF BIENVILLE PARISH
BIENVILLE PARISH POLICE JURY
Ringgold, Louisiana

Corrective Action Plan for Current Year Findings
As of and for the year ended December 31, 1999

Section I - Agreed Upon Procedures Attestation/Compilation

99-1 Public Bid Law

Description of finding: Noted one expenditure in excess of \$15,000 which was not properly advertised in accordance with the public bid law requirements.

Corrective Action Planned: During the year ended December 31, 1999, the district obtained three quotes for the purchase of fire equipment needed to maintain the district's fire rating, however, the total purchase price paid ultimately exceeded the \$15,000 limit. Management is aware of the requirements of the public bid law and notified the Legislative Auditor's Office regarding this matter. Management intends to properly advertise purchases of materials and supplies which are estimated to exceed the \$15,000 threshold.

Name of contact persons: Robert Corley, Chairman

Anticipated completion date: December 31, 2000

Section II - Management Letter

Noted no findings required to be reported for year ended December 31, 1999.