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REPORT

WASHINGTON PARISH FIRE PROTECTION DISTRICT # 9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

Component Unit Financial Statements
As of and for the Year
Ended December 31, 1999
with Supplemental Information Schedules

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 7-26-00

WASHINGTON PARISH FIRE PROTECTION DISTRICT #9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

Component Unit Financial Statements
As of and for the Year Ended December 31, 1999
With Supplemental Information Schedule

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**TRANSMITTAL
LETTER**

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

DECEMBER 31, 1999

Office of the Legislative Auditor
Attention: Ms. JoAnne Sanders
1600 North Third
P. O. Box 94397
Baton Rouge, LA 70804-9397

Dear Ms. Sanders:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements for the Washington Parish Fire Protection District No. 9 as of and for the fiscal year ended December 31, 1999. The report includes all funds under the control and oversight of the district. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,



Officer

Enclosure

**ACCOUNTANT'S
COMPILATION
REPORT**

Durden and Alonzo

CERTIFIED PUBLIC ACCOUNTANTS

820 11TH AVENUE
FRANKLINTON, LOUISIANA 70438
(504) 839-4413
FAX (504) 839-4402

William R. Durden

Donna W. Alonzo

Board of Commissioners
Washington Parish Fire
Protection District # 9
Mt. Hermon, Louisiana

We have compiled the accompanying financial statements and supplemental information of the Washington Parish Fire Protection District # 9, a component unit of the Washington Parish Government, as of and for the year ended December 31, 1999, 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 accompanying financial statements and supplemental information, 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 28, 2000, on the results of our agreed-upon procedures.

Durden and Alonzo, CPAs

Durden and Alonzo
Certified Public Accountants

Franklinton, Louisiana
June 24, 2000

**FINANCIAL
STATEMENTS**

STATEMENT A

WASHINGTON PARISH FIRE PROTECTION DISTRICT # 9
 WASHINGTON PARISH GOVERNMENT
 Mt. Hermon, Louisiana

All Fund Types and Account Groups

Balance Sheet
 December 31, 1999

	Governmental Funds				Account Groups			Total
	General Fund	Capital Projects Fund	Debt Service Fund	General Fixed Assets	General Long-Term Obligations	Memorandum Only		
ASSETS AND OTHER DEBITS								
ASSETS:								
Cash and cash equivalents	\$ 27,188	\$ -	\$ 25,413	\$ -	\$ -	\$ -	\$ 52,601	
Investments	15,000	-	-	-	-	-	15,000	
Due from other funds	500	-	-	-	-	-	500	
Receivables	29,529	-	29,068	-	-	-	58,597	
Prepaid expenses	1,462	-	-	-	-	-	1,462	
Other assets	-	-	-	-	-	-	-	
Land, buildings & equipment	-	-	-	262,256	-	-	262,256	
OTHER DEBITS:								
Amount available in Debt Service Fund	-	-	-	-	25,413	-	25,413	
Amount to be provided for retirement of long-term obligations	-	-	-	-	189,587	-	189,587	
TOTAL ASSETS AND OTHER DEBITS	\$ 73,679	\$ -	\$ 54,481	\$ 262,256	\$ 215,000	\$ -	\$ 605,416	
LIABILITIES, EQUITY, AND OTHER CREDITS								
LIABILITIES:								
Accounts payable	\$ 921	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 921	
Due to other funds	-	-	500	-	-	-	500	
Current maturities of bonds	-	-	-	-	5,000	-	5,000	
General obligation bonds	-	-	-	-	210,000	-	210,000	
Total Liabilities	921	-	500	-	215,000	-	216,421	
EQUITY AND OTHER CREDITS:								
Investment in general fixed assets	-	-	-	262,256	-	-	262,256	
Fund balance - unreserved	72,758	-	53,981	-	-	-	126,739	
Total Equity and Other Credits	72,758	-	53,981	262,256	-	-	388,995	
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 73,679	\$ -	\$ 54,481	\$ 262,256	\$ 215,000	\$ -	\$ 605,416	

See accountant's report and the accompanying notes to the financial statements

WASHINGTON PARISH FIRE PROTECTION DISTRICT # 9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures
and Changes in Fund Balance
For the Year Ended December 31, 1999

	General	Debt Service	Capital Projects	Total
REVENUES:				
Ad valorem taxes	\$ 28,428	\$ 28,051	\$ -	\$ 56,479
State revenue sharing	15,995	-	-	15,995
Interest earned	1,491	974	92	2,557
Other revenues	-	-	-	-
Total Revenues	<u>45,914</u>	<u>29,025</u>	<u>92</u>	<u>75,031</u>
EXPENDITURES:				
Fuel, gas, and oil	1,027	-	-	1,027
Insurance	6,041	-	-	6,041
Repairs and maintenance	5,768	-	-	5,768
Supplies	700	-	-	700
Capital Outlay	3,291	-	10,652	13,943
Legal and accounting	1,850	-	-	1,850
Utilities	1,198	-	-	1,198
Debt service:				
Principal retirement	-	5,000	-	5,000
Interest	-	12,550	-	12,550
Other	2,174	500	-	2,674
Total expenditures	<u>22,049</u>	<u>18,050</u>	<u>10,652</u>	<u>50,751</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	23,865	10,975	(10,560)	24,280
FUND BALANCE, JANUARY 1, 1999	<u>48,893</u>	<u>43,006</u>	<u>10,560</u>	<u>102,459</u>
FUND BALANCE, DECEMBER 31, 1999	<u>\$ 72,758</u>	<u>\$ 53,981</u>	<u>\$ -</u>	<u>\$ 126,739</u>

See accountant's report and accompanying notes to the financial statements

WASHINGTON PARISH FIRE PROTECTION DISTRICT # 9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures
and Changes in Fund Balance -
Budget and Actual - General Fund
For the Year Ended December 31, 1999

	General Fund		Favorable (Unfavorable) Variance
	Budget	Actual	
REVENUES:			
Ad valorem taxes	\$ 27,000	\$ 28,428	\$ 1,428
State revenue sharing	12,955	15,995	3,040
Interest earned	1,360	1,491	131
Other revenue	-	-	-
Total Revenues	<u>41,315</u>	<u>45,914</u>	<u>4,599</u>
EXPENDITURES:			
Fuel, gas, and oil	1,125	1,027	98
Insurance	6,600	6,041	559
Repairs and maintenance	5,000	5,768	(768)
Supplies	1,500	700	800
Capital Outlay	1,500	3,291	(1,791)
Legal and accounting	2,000	1,850	150
Utilities	1,600	1,198	402
Other	21,990	2,174	19,816
Total expenditures	<u>41,315</u>	<u>22,049</u>	<u>19,266</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ -</u>	23,865	<u>\$ 23,865</u>
FUND BALANCE, JANUARY 1, 1999		<u>48,893</u>	
FUND BALANCE, DECEMBER 31, 1999		<u>\$ 72,758</u>	

See accountant's report and accompanying notes to the financial statements

**NOTES TO
FINANCIAL
STATEMENTS**

WASHINGTON PARISH FIRE PROTECTION DISTRICT # 9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

Notes to the Financial Statements
For the Year Ended December 31, 1999

INTRODUCTION

The 1991 Louisiana Legislature, pursuant to Louisiana Revised statute 40:1491, created the Washington Parish Fire Protection Districts. Washington Parish Fire Protection District Number Nine was created by an ordinance adopted on July 24, 1995, by the Washington Parish Policy Jury. The District shall constitute a public corporation and as such shall have all the powers of public corporations, including perpetual existence and the right and power to incur debt and contract obligations, to sue and be sued, and to have a corporate seal. The District shall also be authorized to do and perform all acts in its corporate capacity and in its name, necessary and proper, for the purposes of acquiring, maintaining and operating buildings, machinery, equipment, water tank, water hydrants, water lines, and such other things as might be necessary or proper for effective fire prevention and control as considered necessary by the parish governing body of the District for the protection of the property within the limits of the District against fire.

The governing body of the parish shall appoint a five member board that shall perform all duties, functions, and powers responsible for the operation and maintenance of the District. All funds of the District shall be administered by the board. The board of commissioner members may be paid a per diem of fifty dollars for attending meetings of the board, and may be reimbursed any expenses incurred in performing the duties imposed upon them.

The District covers 53.7 square miles in the northwestern corner of Washington Parish. It serves approximately 1,800 people and businesses located within the boundaries of the District. The District operates out of three fire stations which are located as follows: Station No. 1 on Louisiana Highway 1055 east of intersection with Louisiana Highway 38, Station No. 2 on Martin Road northeast of intersection with Louisiana Highway 450 and Station No. 3 on Escó Alford Road. The District has no employees and operates with a volunteer staff of firefighters.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the Washington Parish Fire Protection District # 9 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.

WASHINGTON PARISH FIRE PROTECTION DISTRICT # 9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 1999

B. REPORTING ENTITY

The District is a component unit of the Washington Parish Government, the financial reporting entity. The parish government 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 parish government, 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. An account group, on the other hand is a financial reporting device designed to provide 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 disbursements 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:

- a. General Fund – the general operating fund of the District accounts for all financial resources, except those required to be accounted for in other funds.
- b. Debt Service Fund – accounts 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.
- c. Capital Projects Fund – accounts for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

WASHINGTON PARISH FIRE PROTECTION DISTRICT # 9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 1999

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 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

Revenues are recognized in the accounting period they become available and measurable. Donations, fund raising net revenues and state revenue sharing is recorded when received. Ad valorem taxes become a lien against the assessed property on assessment date or levy date, but the actual amount paid to the governmental unit may not be collected until a later period. Generally, the ad valorem tax must be collected within sixty days after the end of the period in which the ad valorem tax revenue was recognized.

Expenditures

Expenditures are recognized in the accounting period when the fund liability is incurred.

E. BUDGETS

The District does not have a formal policy on adopting a budget. The budget for year ending December 31, 1999, was adopted at the December 18, 1998 regular meeting. All appropriations lapse at year-end.

F. ENCUMBRANCES

The District does not use encumbrance accounting.

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.

WASHINGTON PARISH FIRE PROTECTION DISTRICT # 9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 1999

H. INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the District's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments. However, if the maturities are 90 days or less, they are classified as cash equivalents.

The District's investments are in certificates of deposits and are recorded on the books of the district at cost which approximates their fair market value.

I. PREPAID ITEMS

The District uses the allocation method of recording prepaid expenses.

J. 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. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated historical cost.

K. COMPENSATED ABSENCES

The District does not have any paid employees; therefore, it does not have a formal leave policy.

L. LONG-TERM OBLIGATIONS

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

M. FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable 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.

WASHINGTON PARISH FIRE PROTECTION DISTRICT # 9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 1999

N. 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

On November 18, 1995, the District offered two tax propositions to the voters of the district for funding fire protection. A 16 mill tax for the purpose of acquiring, constructing, improving, maintaining and/or operating fire protection facilities and equipment in and for the District, and paying the cost of obtaining water for fire protection purposes for a period of 10 years beginning 1996 and ending with the year 2005 was passed by voters of the district. For the period covered by these financial statements, the millage was set at 16 mills.

Also, a proposition to issue general obligation bonds in the amount of \$225,000. to run 20 years for the purpose of acquiring, constructing and improving buildings, machinery and equipment, including both real and personal property, payable from ad valorem taxes to be levied and collected in the manner provided by Article VI, Section 33 of the Constitution of the State of Louisiana of 1974 was passed by the voters of the district. For the period covered by these financial statements, the millage was set at 15.75 mills.

1999 Assessed value of taxable property	\$ 1,850,410
16.00 mill tax (less pension deduction)	<u>\$ 28,378</u>
15.75 mill tax (less pension deduction)	<u>\$ 27,935</u>

3. CASH AND CASH EQUIVALENTS

At December 31, 1999 the district has cash and cash equivalents (book balances) totaling \$52,601., as follows:

Interest bearing demand deposits	<u>\$ 52,601.</u>
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WASHINGTON PARISH FIRE PROTECTION DISTRICT #9
WASHINGTON PARISH GOVERNMENT
 Mt. Hermon, Louisiana

Notes to the Financial Statements (Continued)
 For the Year Ended December 31, 1999

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 to be 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 had \$53,556. in deposits (collected bank balances). These deposits were secured from risk by \$100,000. of the federal deposit insurance.

4. INVESTMENTS

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the district or its agent in the district's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the district's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the district's name

At fiscal year-end, the district investment balances were Category 1 Certificates of Deposit in the amount of \$15,000.

5. RECEIVABLES

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

	Ad Valorem Taxes
General Fund	\$ 29,529
Debt Service Fund	29,068
	\$ 58,597

WASHINGTON PARISH FIRE PROTECTION DISTRICT #9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 1999

6. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance January 1, 1999	Additions	Deductions	Balance December 31, 1999
Fire trucks	\$ 143,370	\$ 6,246	\$ -	\$ 149,616
Land	1,000	-	-	1,000
Buildings	55,028	1,000	-	56,028
Office Equip.	2,124	-	-	2,124
Equipment	46,791	6,697	-	53,488
TOTAL	\$ 248,313	\$ 13,943	\$ -	\$ 262,256

7. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

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

	Balance January 1, 1999	Additions	Deductions	Balance December 31, 1999
Bonds Payable	\$ 220,000	\$ -	\$ 5,000	\$ 215,000
TOTAL	\$ 220,000	\$ -	\$ 5,000	\$ 215,000

General obligation bonds are comprised of the following issue:

On November 18, 1995, the voters of Washington Parish Fire Protection District #9 passed a proposition for the issuance of \$225,000. General Obligation Bonds for the purpose of acquiring, constructing, and improving buildings, machinery, and equipment, including both real and personal property, to be used in giving fire protection to the property of the district, title to which shall be in the public, said bonds to be payable from ad valorem taxes. The interest rate over the 20 years of the offering varies from 10.0% to 4.7% resulting in a net yield of 5.6591468% (at par). The District is bound under the terms and provisions of the law and the resolution to impose and collect annually a special ad valorem tax on all the property subject to taxation within the territorial limits of the District, sufficient to pay the principal of and interest and redemption premium, on the Bonds falling due each year. A principal and interest payment is due each March 1st and an interest only payment is due September 1.

WASHINGTON PARISH FIRE PROTECTION DISTRICT #9
WASHINGTON PARISH GOVERNMENT
 Mt. Hermon, Louisiana

Notes to the Financial Statements (Continued)
 For the Year Ended December 31, 1999

The annual sinking fund requirements to amortize all bonds and/or certificates outstanding at December 31, 1999, including interest of \$118,612. are as follows:

Year Ending	General Obligation Bonds
2000	17,050
2001	21,330
2002	20,625
2003	20,150
2004	19,665
2005-2013	234,792
	\$ 333,612

8. LITIGATION AND CLAIMS

As of December 31, 1999 there were no litigations or claims against the District.

9. RELATED PARTY TRANSACTIONS

The district entered into a service contract, in November 1998, with PEMNA, a North Dakota company, to service fire trucks. The district also purchased equipment and parts from PEMNA. Board member Jerry Fortenberry is the local service representative for the company. The district paid PEMNA a total of \$635.34 during the year ended December 31, 1999. The District terminated the service contract with PEMNA at a special meeting held June 29, 1999 and also voted to refrain from transacting business with PENMA or any other company that has a relationship with a board member.

10. SUBSEQUENT EVENTS

There were no subsequent events after the balance sheet date requiring disclosure.

**SUPPLEMENTAL
INFORMATION**

**WASHINGTON PARISH FIRE PROTECTION DISTRICT #9
WASHINGTON PARISH GOVERNMENT
Mt. Hermon, Louisiana**

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

The schedule of compensation paid to board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Board members were not paid compensation in any form.

WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 9
 WASHINGTON PARISH GOVERNMENT
 MT. HERMON, LOUISIANA

Summary Schedule of Prior Year Findings
 For the Year Ended December 31, 1999

<u>Ref. No.</u>	<u>Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Action Taken Yes, No, Partially</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
Section I - Independent Accountant's Report on Applying Agreed-Upon Procedures:				
98-1	1998	The district transacted business with PEMNA, INC., in which Jerry Fortenberry, a board member, was the local service representative. This relationship was in violation of LA R. S. 42:1111C(2)(d) of the Code of Ethics	yes	The district held a special meeting on June 29, 1999, in which they terminated the service agreement with PEMNA. The board also voted to refrain from transacting business with any company that has a relationship with a board member that would result in a violation of the code of ethic for public officials.
Section II - Management Letter				
1998	no findings			

**WASHINGTON PARISH FIRE PROTECTION DISTRICT NO. 9
WASHINGTON PARISH GOVERNMENT**

Corrective Action Plan for Current Prior Year Findings
For the Year Ended December 31, 1999

<u>Ref. No.</u>	<u>Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Action Taken Yes, No, Partially</u>	<u>Planned Corrective Action/Partial Correctiv Action Taken</u>
Section 1 - Independent Accountant's Report on Applying Agreed-Upon Procedures:				
1999	no findings			
Section II - Management Letter				
1999	no findings			

**INDEPENDENT
ACCOUNTANT'S
REPORT**

Durden and Alonzo

CERTIFIED PUBLIC ACCOUNTANTS

820 11TH AVENUE
FRANKLINTON, LOUISIANA 70438
(504) 839-4413
FAX (504) 839-4402

William R. Durden

Donna W. Alonzo

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

Board of Commissioners
Washington Parish Fire Protection District #9
Mt. Hermon, LA

Gentlemen:

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Washington Parish Fire Protection District #9, and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the 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 representations 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 LAS-RS 38:2211-2251 (the public bid law).

There were no expenditures made during the year that required application of the Public Bid Law.

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 of immediate family members of board members and their outside business interests. We scanned cash disbursements journals for any related party transactions, there were none that came to our attention. The fire district does not employ any compensated firefighters or other personnel at this time, thus there were no payroll records to review.

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

This procedure was not performed due to the lack of compensated employees.

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 procedure (2) as immediate family members.

This procedure was not performed due to the lack of compensated employees.

Budgeting

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

Management provided us with a copy of the original budget; it was amended one time.

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 December 18, 1998. We traced the adoption of an amended budget to the minutes of a meeting held on October 3, 1999.

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 original budget to actual revenues and expenditures. There were no significant unfavorable variances between actual and budgeted revenues and expenditures.

Accounting and Reporting

8. Randomly select six 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;

The six payments we examined were coded to the correct general ledger accounts and proper fund.

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

Inspection of documentation supporting the six selected disbursements indicates approval to purchase 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 42:1-12 (the open meetings law).

Washington Parish Fire Protection District No. 9 is only required to post a notice of each meeting and the accompanying agenda on the door of the district's meeting place. Management has asserted that such documents were properly posted. We examined copies of meeting notices containing date, time, place and business to be conducted, which are filed with the minutes of 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.

We inspected copies of all bank deposits for the period under examination and did not note any 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, advances, or gifts.

We scanned cash disbursement records and minutes for evidence of any payments which may constitute bonuses, advances, or gifts to volunteer firemen, none were noted. The district does not employ any compensated fire fighters.

Prior Comments and Recommendations

12. Our procedures will include a review of any prior year suggestions, recommendations, and/or comments and will indicate the extent to which such matters have been resolved.

In November 1998, the District entered into a service agreement with PEMNA, Inc., of which board member, Jerry Fortenberry, was the local service representative. This relationship was in violation of LA R.S. 42:1111C(2)(d) of the Code of Ethics. At a special meeting on June 29, 1999, the District voted to terminate the service agreement with PEMNA and refrain from transacting business with any company that has a prohibited relationship with a board member.

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 Washington Parish Fire Protection District No. 9, the Legislative Auditor, State of Louisiana and the Washington Parish Government 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.



Durden and Alonzo
Certified Public Accountants

June 28, 2000

**LOUISIANA
ATTESTATION
QUESTIONNAIRE**

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

FROM: Washington Parish Fire
Protection District No. 9
Mt. Herman, Louisiana

TO: DURDEN AND ALONZO, CPAS

In connection with your compilation of our financial statements as of December 31, 1999, 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 12/13/99
(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 [X] No []

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

Yes [X] No []

Meetings

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

Yes [X] 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 [X] 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 [X] 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.

Reuel T Adams Jr. Secretary 12/13/99 Date
Reuel T Adams Jr. Treasurer 12/13/99 Date
Gary Farberly President 12/13/99 Date