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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, 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 MAY 3 1 2000

**Karen M. Hollis, CPA
802 Julia Street, Ste D
PO Box 397
Rayville, Louisiana 71269
(318) 728-6588**

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

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

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KAREN M. HOLLIS, CPA

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 of December 31, 1999, and for the year then ended, and the accompanying supplementary information contained in Schedules I, II and III, which are presented only for supplementary analysis purposes, 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 and supplementary schedules information that is the representation of the Board. I have not audited or reviewed the accompanying financial statements and supplementary schedules 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 May 11, 2000, on the results of my agreed-upon procedures.

Karen M Hollis

Rayville, Louisiana
May 11, 2000

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

Balance Sheet, December 31, 1999

	GOVERNMENTAL FUNDS	ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
	GENERAL FUND	GENERAL FIXED ASSETS	GENERAL LONG-TERM OBLIGATIONS	
ASSETS AND OTHER DEBITS				
Assets:				
Cash and cash equivalents	\$85,831	\$	\$	\$85,831
Receivables	36,727			36,727
Land, buildings, and equipment		598,156		598,156
Other Debits:				
Amount to be provided for retirement of general long-term obligations			287,809	287,809
TOTAL ASSETS AND OTHER DEBITS	\$122,558	\$598,156	\$287,809	\$1,008,523
LIABILITIES, EQUITY, AND OTHER CREDITS				
Liabilities:				
Accounts payable	\$1,053	\$	\$	\$1,053
General obligation bonds payable			287,809	287,809
Total Liabilities	\$1,053		\$287,809	\$288,862
Equity and Other Credits:				
Investment in general fixed assets		598,156		598,156
Fund balances:				
Reserved for debt service	46,765			46,765
Unreserved - undesignated	74,740			74,740
Total Equity and Other Credits	121,505	598,156		719,661
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$122,558	\$598,156	\$287,809	\$1,008,523

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, 1999**

	GENERAL FUND	TOTAL (MEMORANDUM ONLY)
REVENUES		
Parcel fees	\$68,600	\$68,600
Intergovernmental revenues:		
Parish police jury-2% fire insurance rebate	5,193	5,193
Interest earnings	4,054	4,054
Total revenues	77,847	77,847
EXPENDITURES		
Dues and subscriptions	91	91
Fuel	2,136	2,136
Insurance	12,412	12,412
Legal and accounting	1,747	1,747
Repairs and maintenance	2,891	2,891
Supplies	3,252	3,252
Telephone	469	469
Training	324	324
Utilities	1,064	1,064
Capital Outlay	5,736	5,736
Debt service:		
Principal	29,278	29,278
Interest	18,578	18,578
Total expenditures	77,978	77,978
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(131)	(131)
FUND BALANCES (Deficit) AT BEGINNING OF YEAR	121,636	121,636
FUND BALANCES (Deficit) AT END OF YEAR	\$121,505	\$121,505

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, 1999

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Parcel fees	\$80,300	\$66,082	(\$14,218)
Intergovernmental revenues:			
Parish police jury-2% fire insurance rebate	4,900	5,193	293
Interest earnings	0	4,054	4,054
Total revenues	<u>85,200</u>	<u>75,329</u>	<u>(9,871)</u>
EXPENDITURES			
Dues and subscriptions	0	91	(91)
Fuel	2,500	2,001	499
Insurance	14,500	12,412	2,088
Legal and accounting	2,000	1,783	217
Repairs and maintenance	4,000	2,319	1,681
Supplies	2,100	3,181	(1,081)
Telephone	0	468	(468)
Training	0	324	(324)
Utilities	2,500	1,084	1,416
Capital Outlay	7,500	5,736	1,764
Debt service:			
Principal	30,000	29,278	722
Interest	17,856	18,578	(722)
Total expenditures	<u>82,956</u>	<u>77,255</u>	<u>5,701</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	2,244	(1,926)	(4,170)
FUND BALANCE (Deficit) AT BEGINNING OF YEAR	<u>121,636</u>	<u>121,636</u>	<u>0</u>
FUND BALANCE (Deficit) AT END OF YEAR	<u>\$123,880</u>	<u>\$119,710</u>	<u>(\$4,170)</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, 1999

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, 1999</u>
Excess (deficiency) of revenues over expenditures (GAAP)	\$ (131)
Adjustments:	
Receivables	(1,073)
Payables	<u>(722)</u>
Excess (deficiency) of revenues over expenditures (cash)	\$ (1,926)

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

**HOLLY RIDGE FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY**

Rayville, Louisiana

Notes to the Financial Statements (Continued)

assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available.

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, 1999, the district has cash and cash equivalents (book balances) totaling \$85,831 as follows:

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

Demand deposits	\$39,066
Time deposits	<u>46,765</u>
Total	<u><u>\$85,831</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, 1999, the district has \$88,121 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, 1999:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Total</u>
Parcel Fees	<u>\$36,727</u>	<u>\$36,727</u>
Total	<u><u>\$36,727</u></u>	<u><u>\$36,727</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, 1999	Additions	Deductions	Balance December 31, 1999
Land	\$12,929	\$	\$	\$12,929
Buildings	161,020			161,020
Equipment and furniture	418,471	5,736		424,207
Total	<u>\$592,420</u>	<u>\$5,736</u>	<u>\$</u>	<u>\$598,156</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, 1999.

8. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

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

	<u>Bonded Debt</u>	<u>Total</u>
Long-term obligations payable at January 1, 1999	\$317,088	\$317,088
Additions		
Deductions	<u>29,279</u>	<u>29,279</u>
Long-term obligations payable at December 31, 1999	<u>\$287,809</u>	<u>\$287,809</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

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

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 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 \$40,765 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, 1999.

**HOLLY RIDGE FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
For the Year Ended December 31, 1999**

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, 1999

<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>

See the accountant's report and the accompanying notes.

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

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

<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>98-01</u>	<u>1998</u>	<u>Revenues failed to meet budgeted by 10%</u>	<u>No</u>	<u>Adjust budget in the future</u>
Section II - Management Letter:				

See the accountant's report and the accompanying notes.

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, 1999

<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 Date</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
99-01	Actual revenues failed to meet budgeted by 12%	Adjust budget when an unfavorable variance occurs of 5% or more	Lannie Thompson	12/31/2000
Section II - Management Letter:				

See the accountant's report and the accompanying notes.



KAREN M. HOLLIS, CPA

Independent Accountant's Report
on Applying Agreed-Upon Procedures

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, 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, 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

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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 1, 1998 which indicated that the budget was adopted by the commissioners of Holly Ridge Fire Protection District by a vote of 6 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 12%.

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

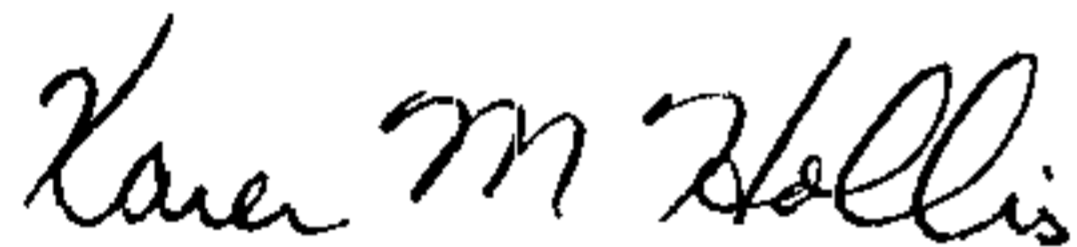
11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

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

My prior year report, dated April 14, 1999, included one unresolved matter concerning the actual revenues not meeting the budgeted by 10%. The revenues were under budget again this year by 12%.

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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Rayville, Louisiana
May 11, 2000

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